Assignment - 1

CCA 101

FUNDAMENTALS OF IT AND PROGRAMMING

BY
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Declaration

I **sraddha choudhary Registration no: CCA/2021/85963 (CSC id** – 272443730011) hereby declare that the assignment submitted on the entitled "**Fundamentals of IT and programming**" is a bonfires work done by me.

PART-1

QUESTION -01

What are the four fundamental parts of Computer? Expain it with the help of diagram.

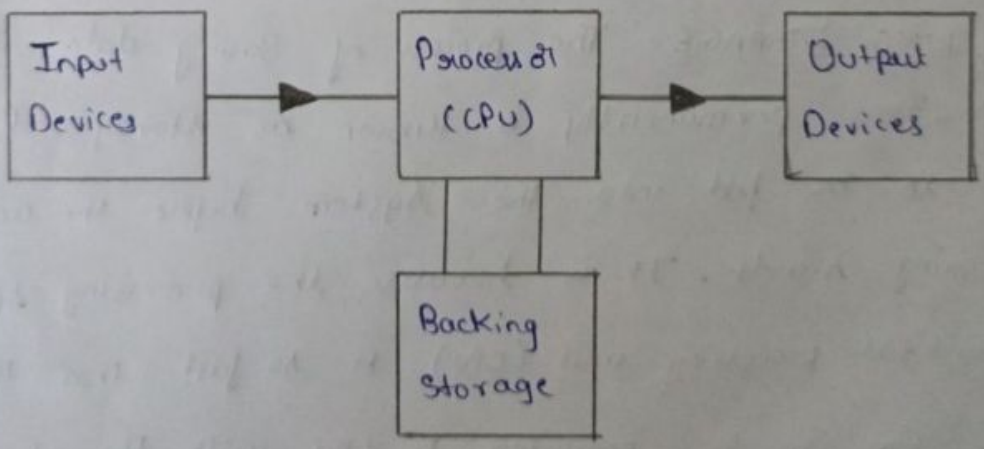
ANSWER :-

COMPUTER :- It is a programmable electronic device designed for storing and processing data, based on sequence of instruction.

FUNDAMENTAL PARTS OF COMPUTER :- There are four fundamental parts of computer's. They are

1. Input Devices.
2. Processor (CPU)
3. Backing Storage
4. Output Devices.

The above fundamental parts can be explained with the help of diagram as shown below :-



Block Diagram of a Digital Computer.

1 INPUT DEVICES :- This is the process of entering data and programs in to the computer system. You should know that computer is an electronic machine. like any other machine which takes as inputs raw data and performs some processing giving out processed data. There fore, the input unit takes data from us to the computer in an organised manner for processing.

2 PROCESSOR :- The task performing operations like arithmetic and logical operations is called processing. The Central processing unit (CPU) takes data and instructions from the Storage unit and makes all sorts of calculations based on the instructions given and the type of data provided. It is then sent back to the Storage unit.

3. BACKING STORAGE :- The process of Saving data and instructions permanently is known as storage. Data has to be fed into the system before the actual processing starts. It is because the processing speed of central processing unit (CPU) is so fast that the data has to be provided to CPU with the same speed. There fore the data is first stored in the storage unit for faster access and processing.

4. Output Devices :-

This is the process of producing results from the data for getting useful information. Similarly the output produced by the computer after processing must also be kept somewhere inside the computer before being given to you in human readable form Again the output is also stored inside the computer for further processing.

Example:- Monitor, Printer, Headphones etc.

QUESTION - 02

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

ANSWER :-

CLASSIFICATION OF COMPUTERS :-

Based on size and capacity, computers are classified as follows :

1. Super Computers
2. Mainframe Computers.
3. Mini Computers.
4. Micro Computers.

1. SUPER COMPUTER :

Super Computer are the most powerful and physically the largest by size. These are system designed to process huge amounts of data and the fastest supercomputer can perform over on trillion calcu-tions in a second. Supercomputers have thousands of processors. Because of their extraordinary speed, accuracy and processing power supercomputer are well suited for solving highly complex problems and performing tasks that demand huge amount of calculations.

MAINFRAME COMPUTER :- Mainframe computer are very large often filling an entire room and can process thousands of million of instructions per second. In a mainframe

environment, users connect to the main frame through the many terminals wired to the main frame. Mainframes are capable of supporting hundreds to thousands of users simultaneously.

MINI COMPUTER :- Mini Computers are much smaller than main frame. These computers are also less expensive. Some times referred to as Midrange Server or computer. they are typically larger, more powerful and more expensive than desktop Computers. Midrage computers are usually used by small and medium - sized businesses as their servers. Users connect to the server through a network by using desktop Computers.

MICRO COMPUTERS : Microcomputer are the most frequently used type of computer. Also, known as personal computer (PC). a micro computer is a small computer system designed to be used by one person at a time.

QUESTION :- 03

What is the meaning of computer generation? How many computer Generation are defined? What technology were / are used?

ANSWER:-

COMPUTER GENERATION :-

The evolution of digital computing is often divided into generation. Each generation is characterized by the dramatic improvements over the previous generation in the technology used to build computers. in terms of the interval organization of computer and programming language

THERE ARE FIVE GENERATIONS OF COMPUTER:-

- first Generation.
- Second Generation.
- Third Generation.
- fourth Generation.
- fifth Generation.

1. FIRST GENERATION: VACUUM TUBES (1940-1956)

The first Computer Systems used vacuum tubes for circuitry and magnetic drums for memory, and were often enormous, taking up entire rooms. These Computer were very expensive to operate and in addition to using great deal of electricity, the first computers generated a lot of heat, which was often cause

of malfunctions.

Example: UNIVAC: Universal automatic computer.

ENIAC: Electronic Numerical Integrator and Computers.

SECOND GENERATION: TRANSISTOR (1956-1963)

The transistor was invented at Bell labs in 1947 but did not see widespread use in computer until the late 1950's.

The transistor was far superior to the Vacuum tube allowing computers to become smaller, faster, cheaper, more energy efficient and more reliable their first generation predecessors. Though the transistor still generate a great deal of heat the subjected the computer to damage it was a vast improvement over the vacuum tubes. It moves from cryptic binary machine language to symbolic or assembly, language.

THIRD GENERATION: INTEGRATED CIRCUIT (1964-1971)

The development of the integrated circuit was the hall mark of third generation computer. Transistor were replaced by integrated circuits which drastically increased the Speed and efficiency of Computers

Instead of punched cards and printouts users integrated with third generation computer through key boards and mouse computer for the first time

became accessible to a mass audience because. they were smaller and cheaper then their predecessors.

FOURTH GENERATION: MICRO PROCESSORS (1971 - Present)

The micro processor brought the fourth generation computer as thousands of integrated circuits were built into the silicon chip. What is the 1st Generation filled an entire room could now fit in the palm of of the hands. In 1981 IBM introduced its 1st Computer for the home user. In 1984 Apple introduced the Macintosh. Micro processors also moved but to the desktop Computers. it also cover Graphical user interface (GUI's)

FIFTH GENERATION: ARTIFICIAL INTELLIGENCE (Present to beyond)

fifth Generation devices based on artificial intelligence are still in development. There are some applications such as voice recognition, that are being used today The use of parallel processing and super computers is helping to make artificial intelligence a reality. The Goal of fifth generation computers is to develop device that respond to natural language input and are capable of learning and self organization.

QUESTION - 04

Differentiate Between Volatile and Non Volatile memories.

ANSWER :-

Sr No	Key	Volatile memory	Non-Volatile memory.
1	Meaning	It is a computer memory Storage that only maintains its data is the device is powered.	It is a type of Computer memory that has the compa-tibility to hold Save data even if power turned off.
2	Persistence	Volatile memory data is not permanent	Non Volatile memory data is permanent.
3.	Speed.	Volatile memory is faster than Non-Volatile memory.	Non Volatile memory access is slower.
4.	Data transfer	Data transfer is easy in Volatile memory	Data transfer is difficult in non Volatile memory.
5.	Storage	Volatile memory is less Storage capacity	Non-Volatile memory like HDD has high Storage capacity.
6.	CPU Access	CPU can access data Stored on volatile memory	Data to be copied from Non Volatile memory to Volatile memory So that CPU can access its data.

7	Cost	Volatile memory is costly per unit Siz.	Non-Volatile memory has so cheap per unit Size
8.	Impact	Volatile memory Such as RAM is high impact on systems performance.	Non-Volatile memory has no impact on System's performance.
9.	Example	RAM is an example of Volatile memory	ROM is an example of Non-Volatile memory

QUESTION - 05

Distinguish among system software, application software and open source software on the basis of their features.

ANSWER:-

SYSTEM SOFTWARE:-

It is a type of software that is designed to run are computer hardware and application programs. Software like operating systems compilers editors and drivers etc. come under this category. A computer cannot function without presence of these. If we think of the computer system as a layered model the system software is the interface between the hardware and user applications.

APPLICATION SOFTWARE:-

It is a computer program designed to carry out a specific task other than one relating to the operation of the computer it self. typically to be used by end users. Word processors, media player's and accounting software are examples of application software. The term "app" often refers to applications for mobile devices such as phones.

OPEN SOURCE SOFTWARE :- (OSS)

Is a type of Computer software in which Source code is released under a license in which the copyright holder grants user the rights to Study, change and distribute the Software to anyone and for any purpose. The Linux operating software is the the best known examples of open source software technology.

QUESTION - 06(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.

ANSWER :-

CREATING A NEW BLANK DOCUMENT :-

→ Click the Microsoft office button 81 files.

→ Select New. The New Document dialog box appears.

→ Select Blank document under blank and recent Section. It will highlighted by default.

→ Click Create. A new blank document appear in the Word window.

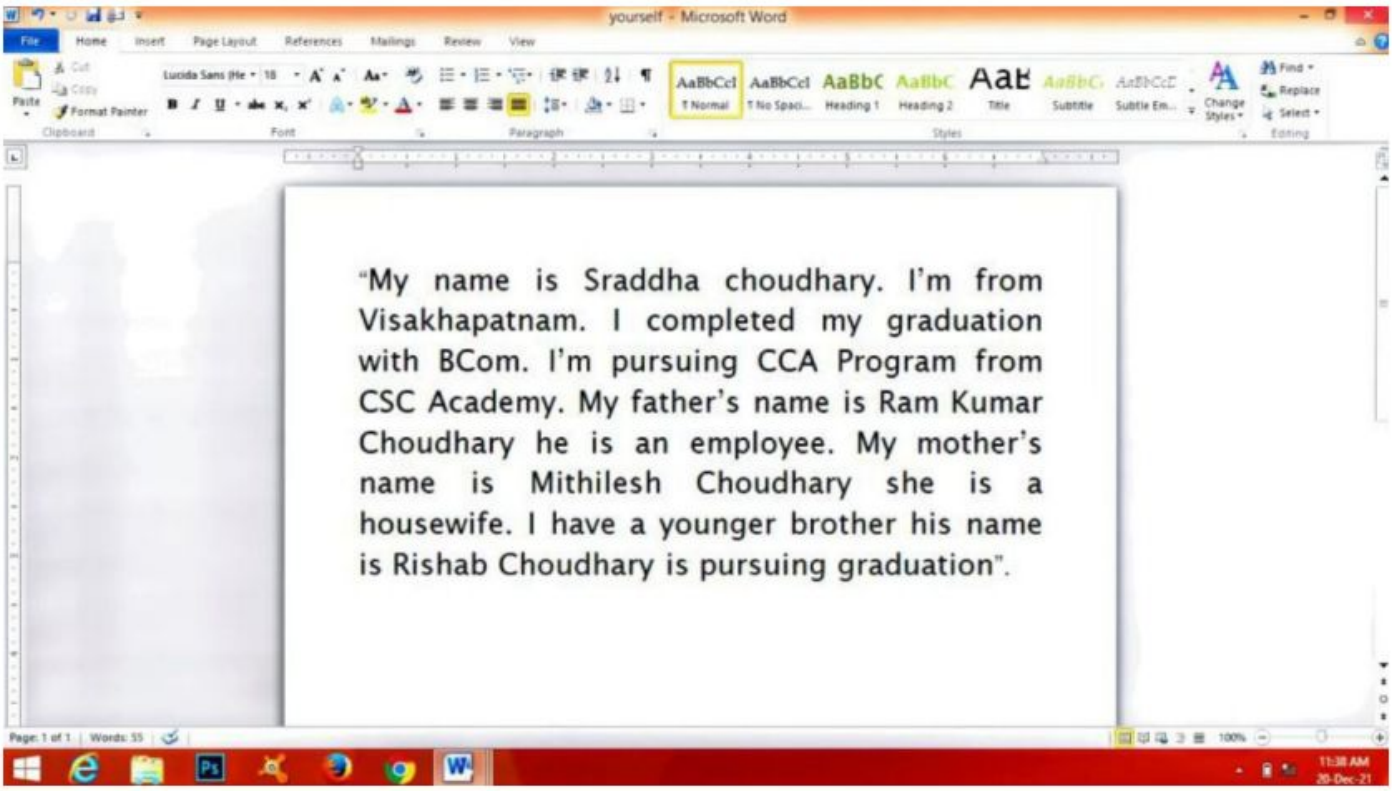
INSERTING PARAGRAPH :-

→ Move your mouse to the location where we want to text that appear in the document.

→ Left-click the mouse. The insertion point appears

→ Type the text you want to appear.

"My name is Sraddha Choudhary. I'm from Visakhapatnam. I Completed my Graduation with B.Com. I'm pursuing CCA Program from CSC Academy. My father name is Ram Kumar Choudhary he is a employee. My Mother name is Mithiles Choudhary. She is a house wife. I have a younger brother he's name is Rishab Choudhary is Studying Graduation B.Sc."


yourself - Microsoft Word
"My name is Sraddha choudhary. I'm from Visakhapatnam. I completed my graduation with BCom. I'm pursuing CCA Program from CSC Academy. My father's name is Ram Kumar Choudhary he is an employee. My mother's name is Mithilesh Choudhary she is a housewife. I have a younger brother his name is Rishab Choudhary is pursuing graduation".

SAVING DOCUMENT :-

→ Click the Microsoft office button of file tab

→ Select Save as → Word Document. The Save As dialog box appears.

→ Select the location where you want to Save the document using the drop-down menu.

→ Enter a Name "Yourself" for the document.

→ Click the Save button.

QUESTION - 06(b)

TO CHANGE THE FONT STYLE :-

→ Select the text you want to modify.

→ Left click the drop down arrow next to the font Style box on the Home tab. The font Style drop-down menu appears.

→ Move your cursor over the various font styles. A like preview of the font will appear in the document.

→ Left click the font Style you want to use. The font Style will change in the document.

TO CHANGE THE FONT SIZE :-

→ Select the text you want to modify.

→ Left click the drop-down arrow next to the font Size box on the Home tab. The font Size drop down menu appear.

→ Move your cursor over the various font Sizes. A live preview of the font Size will appear in document.

→ left - click the font size you want to use. The font size will change int the document.

TO CHANGE THE FONT COLOUR :-

→ Select the text you want to modify.

→ left click the drop down arrow next to the font colour box on the Home tab. The font colour menu appear.

→ Move your cursor over the various font colour. A live preview of the colour will appear in the document.

→ Left click the font colour you want to use. The font colour will change in the document.

TO ~~CHANGE~~ HIGHLIGHT (Yellow) THE GIVEN LINE :-

→ Select the text "need to get IMS's address".

→ left click the drop - down arrow next to the "Text highlight colour one the Home tab the text highlight colour menu will appear

→ Move the cursor to the text highlight Yellow colour.

→ left click on the text highlight Yellow colour

→ The Text highlight colour will appear in the dow - ment.

QUESTION - 07

Create a file in MS-Word of the following document and Save it with file name "ms_words". Describe all steps involved in it.

MS-WORD

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

MS-word is application software, which is capable of

- Creating
- editing
- Saving, and
- Printing any type of document.

ANSWER:-

CREATING A NEW BLANK DOCUMENT:-

→ click the Microsoft office button of file.

→ Select New. The new document dialog box appears.

→ Select blank document under blank and recent section. It will highlighted by default

→ Click Create. A new blank document appear in the Word Window.

INSERTING TEXT:-

→ Move the cursor to the location where we want to start the text

→ The text given in the document includes the various steps such as: font size, font colour, underline, Italic Bullets, Strike through Bold..

"MS-WORD" :- This text includes the Step of font Size.

→ Select the text 'MS- Word.'

→ Now click on Home tab on to the font Command.

→ Move the cursor to the font Size and click on to the drop down arrow. then font Size menu appears.

→ Select the Size as per requirement. and click on it the font Size will appear in the document.

MS Word: This text include the Steps of font colour change

→ Select the text 'MS- Word'.

→ left click the drop down arrow next to the font Color box on the Home tab. The font Color menu appears.

→ Move the cursor over the font Colour (Red).

→ Left click the font Colour (Red) The font colour will app- ear in the document.

Word Processor :- This text involve the Steps of underlying the text.

→ Select the text " word processor".

→ click on the drop down arrow in the font group of the Home tab.

→ Now Select the then underline from the menu appear

→ left click on it then the text will get underlined in the document.

MS. WORD :- This text include the Step of. Italic text change.

→ Select the text 'Ms. Word".

→ Now left click on the Italic (I) in the font group

on the Home tab.

→ The text will change to Italic from normal in the document

BULLETS (•) :- These includes the step of insert a new list.

→ Select the text you want to formate as a list.

→ Click the Bullets Commands on the Home tab.

→ Left click the bullet style want to use. It will appear in the document.

→ Position the cursor at the end of a list and click Bullets commands.

Creating : This includes the steps of change in font Color.

→ Select the text "Creating.".

→ left click the drop down arrow next to the font Color box on the Home tab the font color menu appear.

→ Now Select the Colour 'blue' from the menu appear.

→ Left click the colour below the font colour will appear in the document.

Saving : This text include the step of font Color change.

→ Select the text 'Saving'.

→ left click the drop. down arrow next to the font color box on the Home tab the font Colour menu appear

→ Now Select the Colour 'Red'.

→ Left click on ored colour the font Colour will change in the document.

~~and~~ :- This text include the Step of Strike through.

→ Select the text 'and'.

→ left click on the Strike through command in the font group of Home tab.

→ The text will change in the document as '~~and~~'.

Printing any time of document :- The include the steps of making the text Bold.

→ Select the text 'Printing any type of document.

→ left click on the Bold command in the font group of the Home tab.

→ The text will change to Bold in the document.

SAVING DOCUMENT :-

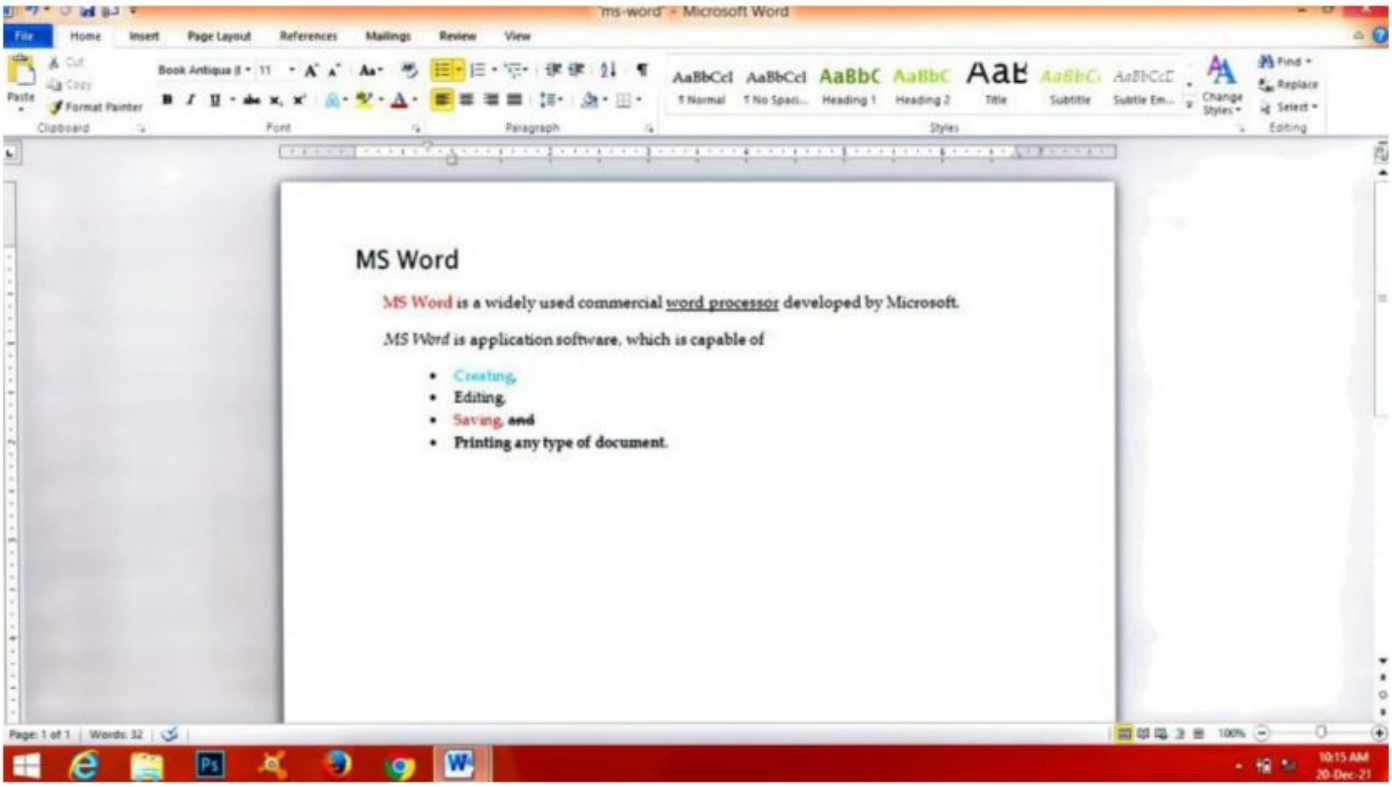
→ click the Microsoft office button or file tab.

→ Select Save as → Word document. The Save as dialog box appear.

→ Select the location where you wan to Save the document using the drop down menu.

→ Enter name 'MS-Word' for the document.

→ click on the Save button.


ms-word - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
MS Word
MS Word is a widely used commercial word processor developed by Microsoft.
MS Word is application software, which is capable of
Creating,
Editing,
Saving, and
Printing any type of document.
Page: 1 of 1
Words: 32

QUESTION-08.

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

Equations :-

$$X_2 + Y_5 = 30$$

$$Z^2 + Q^4 = 50$$

$$A_2 + B^2 - X_2 + Y^8.$$

ANSWER :-

CREATINA A NEW BLANK DOCUMENT :-

→ Click the Microsoft office button of file tab.

→ Select New. The New document dialog box appear.

→ Select blank document under blank and recent section It will highlighted by default.

→ Click Create. A new blank document appear in the word window.

INSERTING TEXT :-

→ Move your cursor to the location where we want to text that appear in the document.

→ Left click the mouse. The insertion point appears

→ Here the two equation have been text. with the help of Sub Script and Super Script and the combination of both.

Equation $X_2 + Y_5 = 30$:- This equation involve the Steps of.

Subscript Command.

→ Select the equation $X_2 + Y_5 = 30$, i.e., 2,5

→ Then click on Subscript Command on the Home tab.

→ Then it will charge the text as Subscript in the document i.e, $X_2 + Y_5 = 30$.

Equation $z^2 + Q^4 = 50$:- The equation involve the Steps of.

Super Script Command.

→ Slect the equation z2 +Q4 =50 i.e., 2,4

→ Click on Superscript command on the home tab.

→ Then it will charge the text as Super Script in the document (i.e $z^2 + Q^4 = 50$)

Equation $A_2 + B^2 = X_2 + Y^8$:- This equation involve the Step of both Subscript and Super Script Command.

→ Select the tex. A_2 and X_2 their after B^2 and y^8.

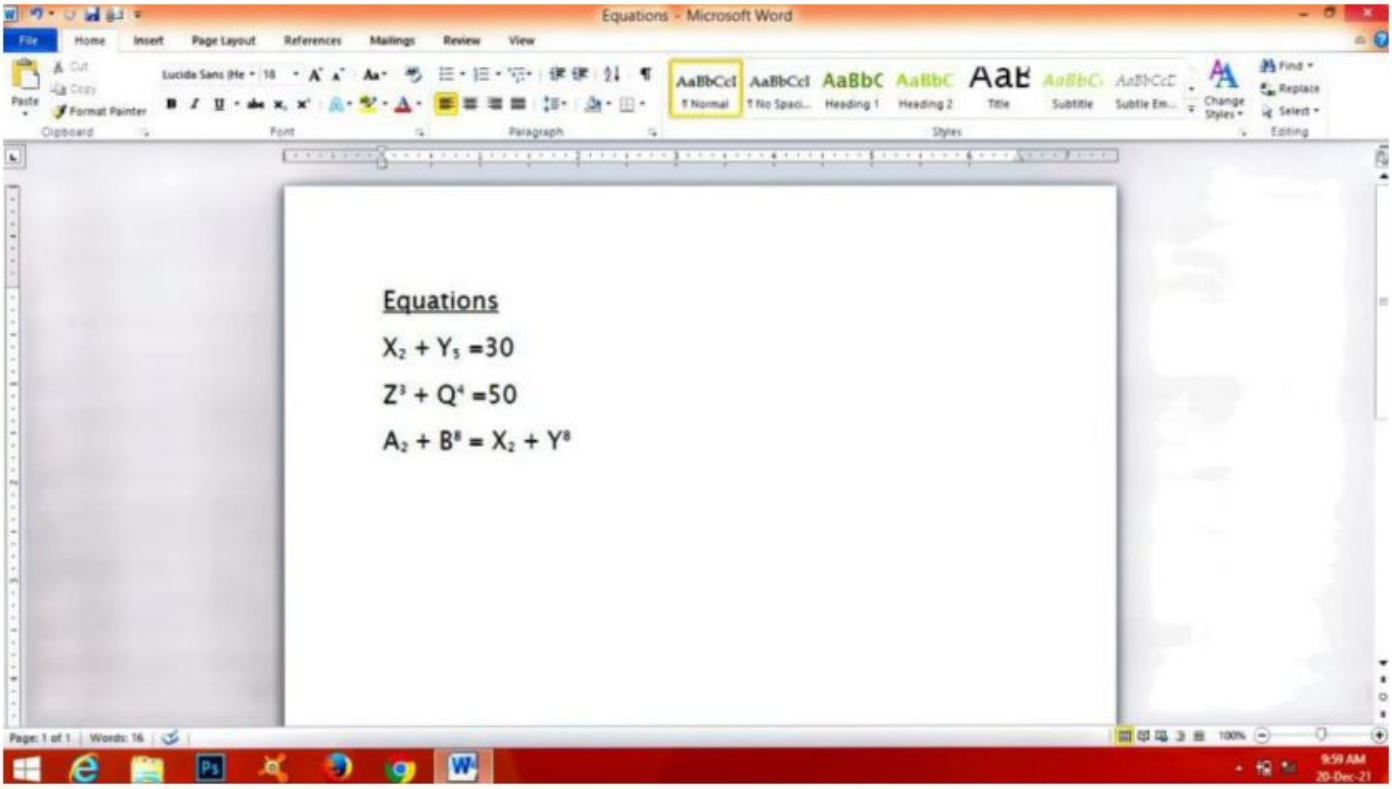
→ Then click on the Subscript comand for A_2 & X_2 and then click of Super Script for B^2 and y^8. on Home tab.

→ Then it will charge the text as Subscript and Superscript Command in the document.

(i.e, $A_2 + B^2 = X_2 + Y^8$)

SAVING THE DOCUMENT :-

Click on ms office Button or file tab. Select Save as and Select the location where we want to Save Enter name for that ie "Equation" click the Save button.


Equations - Microsoft Word
Equations
$X_2 + Y_5 = 30$
$Z^3 + Q^4 = 50$
$A_2 + B^8 = X_2 + Y^8$

QUESTION -09

Create a file in MS-Word that convert existing highli-ght text to table as shown and Save it as file name "text to table". Describe all Steps involve in it.

ANSWER:-

CREATING A NEW BLANK DOCUMENT

→ Click the Microsoft office button or file tab.

→ Select New. The new document dialog box appear.

→ Select blank Document under blank and recent section. It will highlighted by default.

→ Click Create. A new blank document appear in the word window.

INSERTING TEXT:-

→ Move your cursor to the location where we want to text that appear in the document.

→ Left click the mouse. The insertion point appear.

→ Type the text.

" Select the text you want to convert.

Select the insert tab.

Click on table Command. A Dialog box appear

Click to convert text to table a new dialog box appear here Set number of columns.

Click on OK finally Selected text converted in a table".

CONVERTING TEXT TO TABLE

→ After Selecting the text.

→ Click on Insert tab.

→ Then click on table Command. A dialog box appear.

→ Now click on Convert text to table a new dialog box appear here Select 3 rows and 2 Columns.

→ Click on ok finally Selected text Convert in a table (i.e,

Select the text you want to Convert	Select the Insert tab.
Click on table Command. A dialog box appear.	Click on Convert text to table, a new dialog box appear.
here Set number of Column.	click on ok finally Selected text Convert in a table.

SAVING THE DOCUMENT :-

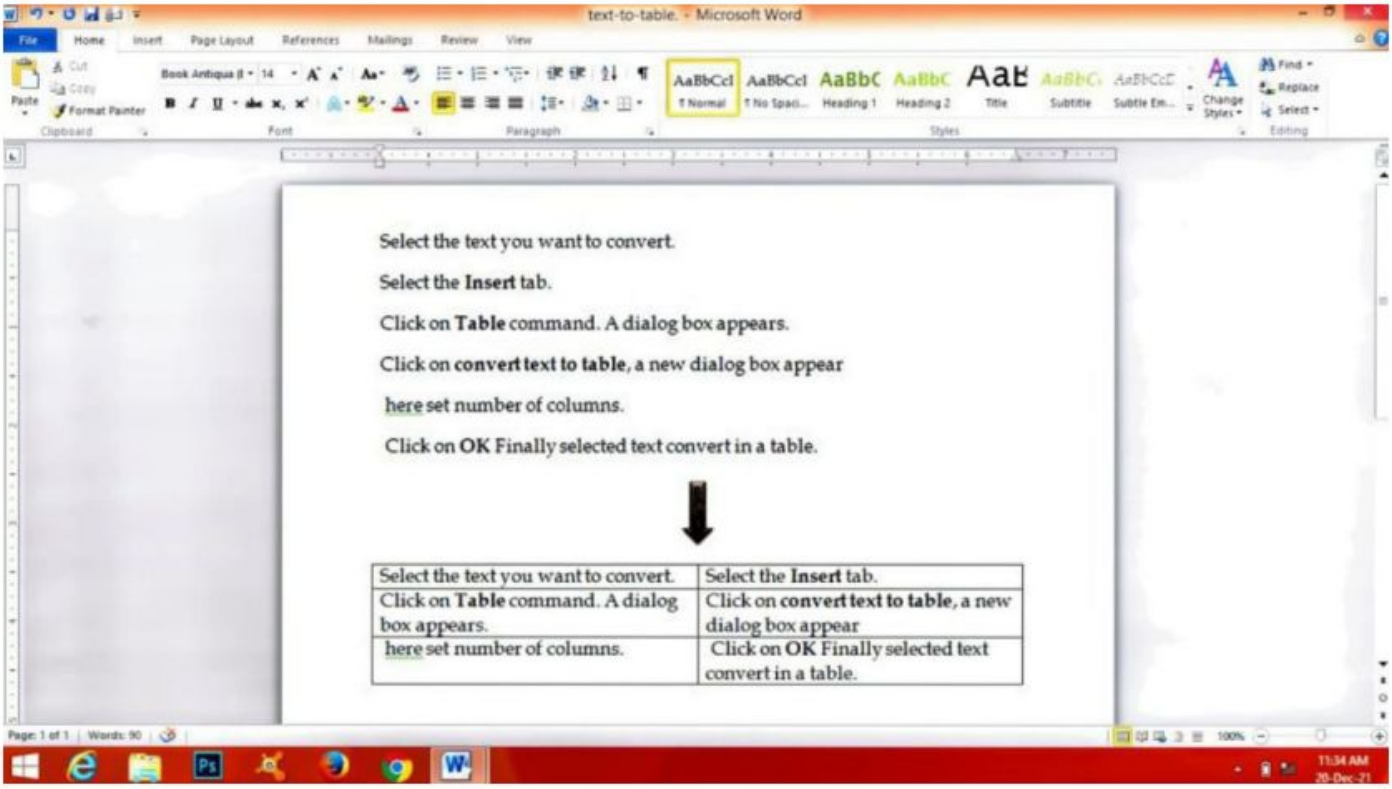
→ Click on MS- office button or file tab.

→ Select Save as - word document.

→ Select the location where you want to Save the document using drop down menu.

→ Enter name " text_to_table "

→ Click the Save button.


text-to-table. - Microsoft Word
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 appear
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 to table, a new dialog box appear
here set number of columns.
Click on OK Finally selected text convert in a table.

QUESTION - 10

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

ANSWER :-

CREATING A NEW BLANK DOCUMENT :-

→ Click on MS-office button or file tab.

→ Select New. The new document dialog box appear

→ Select the blank document. It will be highlighted by default

→ A new blank document appear in the word window.

INSERTING A TABLE IN THE DOCUMENT :-

→ Place the insertion point in document where you want to add table.

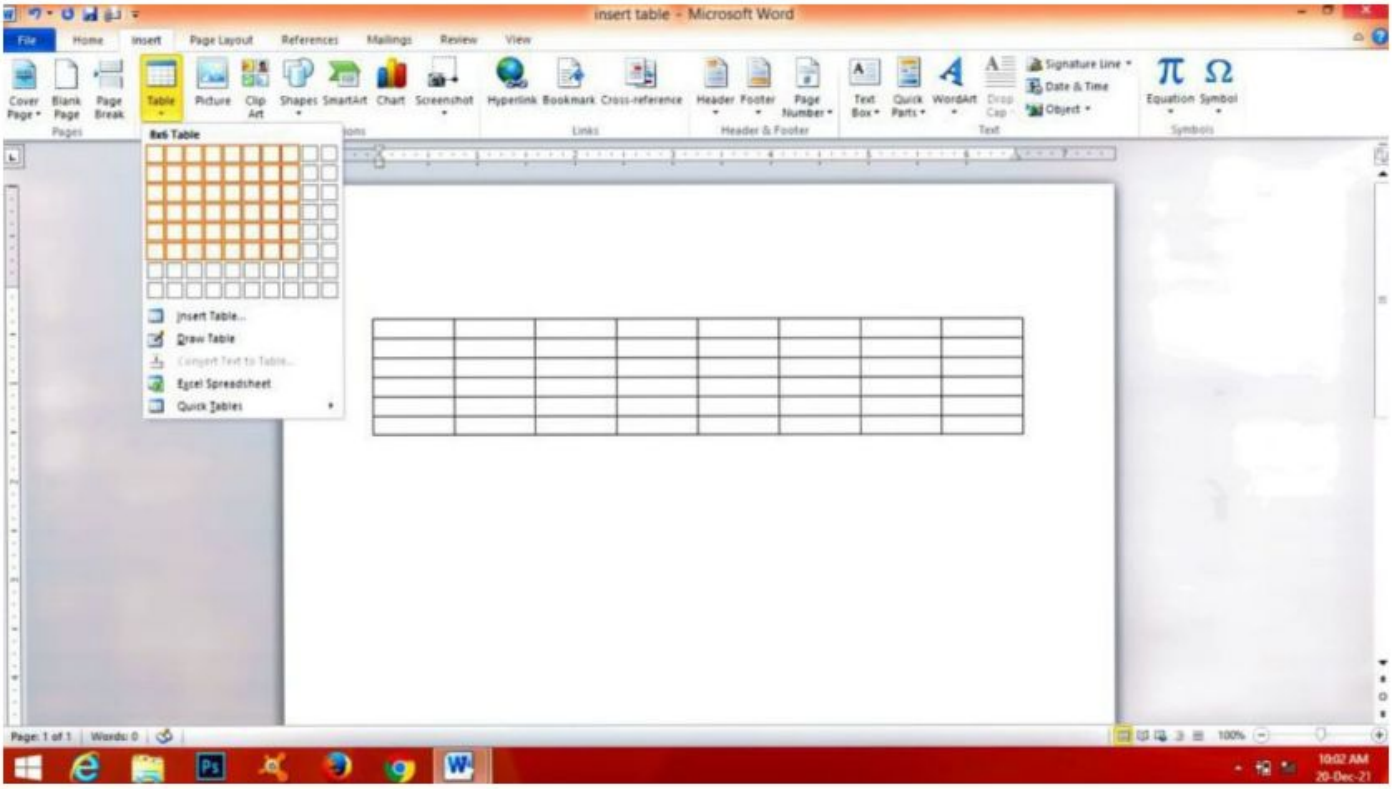
→ Select the insert tab.

→ Now click on the table Command.

→ Drag your mouse over diagram Square to Select.

→ Left click your mouse and table appear in the document.

→ Now enter the text into the table.

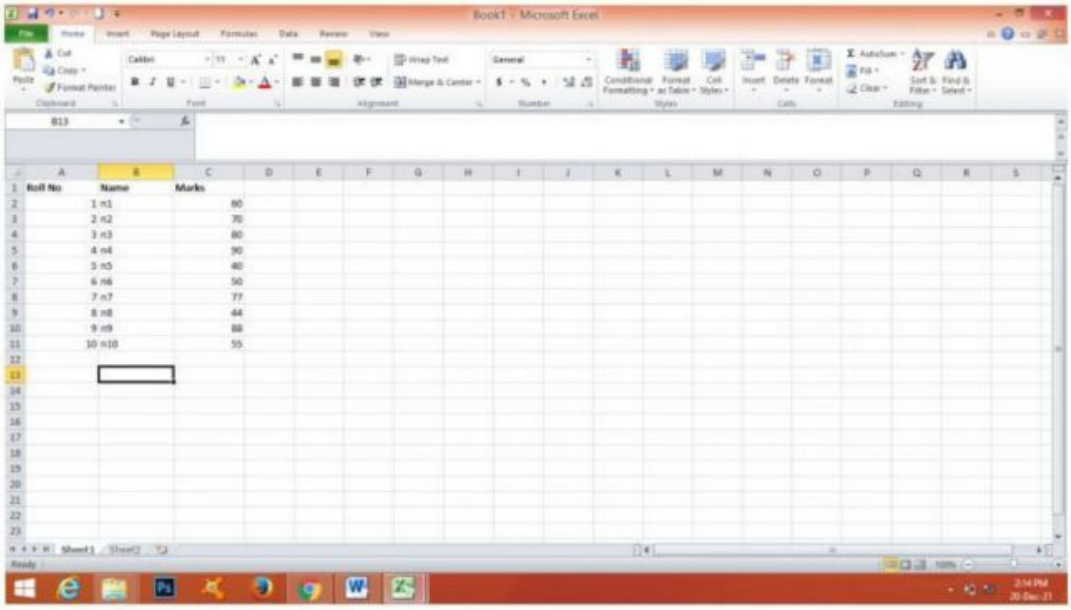

insert table - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Hyperlink
Bookmark
Cross-reference
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Equation
Symbol
8x6 Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables
Page: 1 of 1
Words: 0
100%
10:02 AM
20-Dec-21

QUESTION:-11

Create a following worksheet in MS-Excel and save it with name Book-1.

ANSWER:-

The worksheet has been prepared and saved with the name 'Book-1' in MS-Excel as shown below



QUESTION: - 12

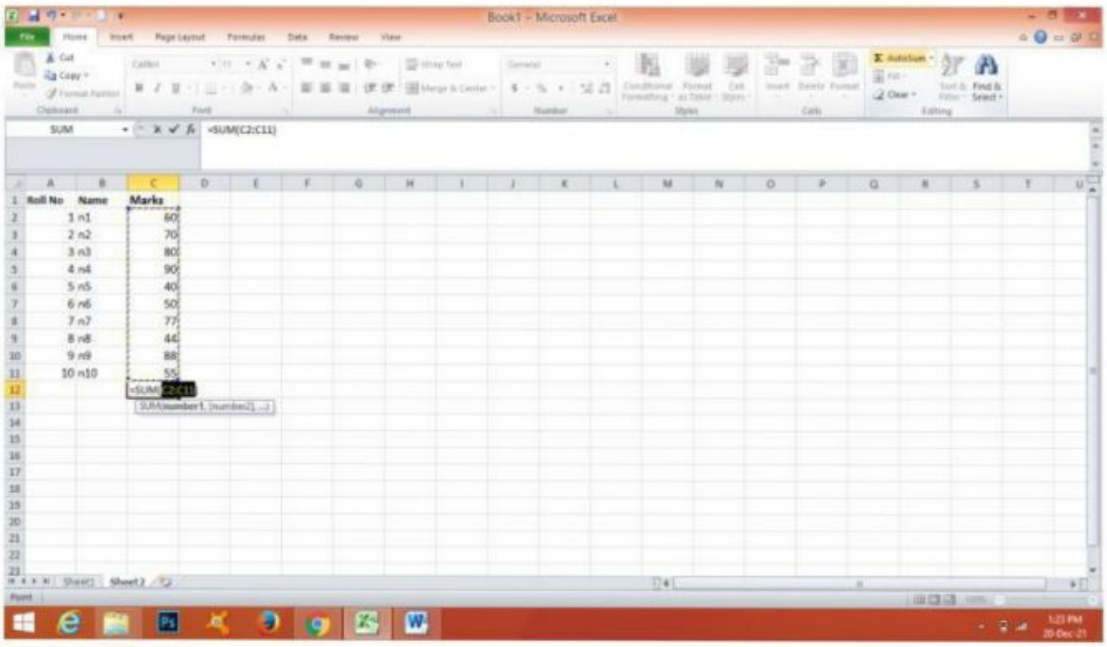
Q) Calculate the following things of a range (C2:C11) of data in the worksheet created in question no.11

- 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)

ANSWER: -

A) The sum of the marks using AutoSum in a range of cells (C2:C11)

- The auto sum formula of the range of cells (C2:C11) is shown in following below image
- The value of auto sum of the range of cells (C2:C11) is shown in following below image



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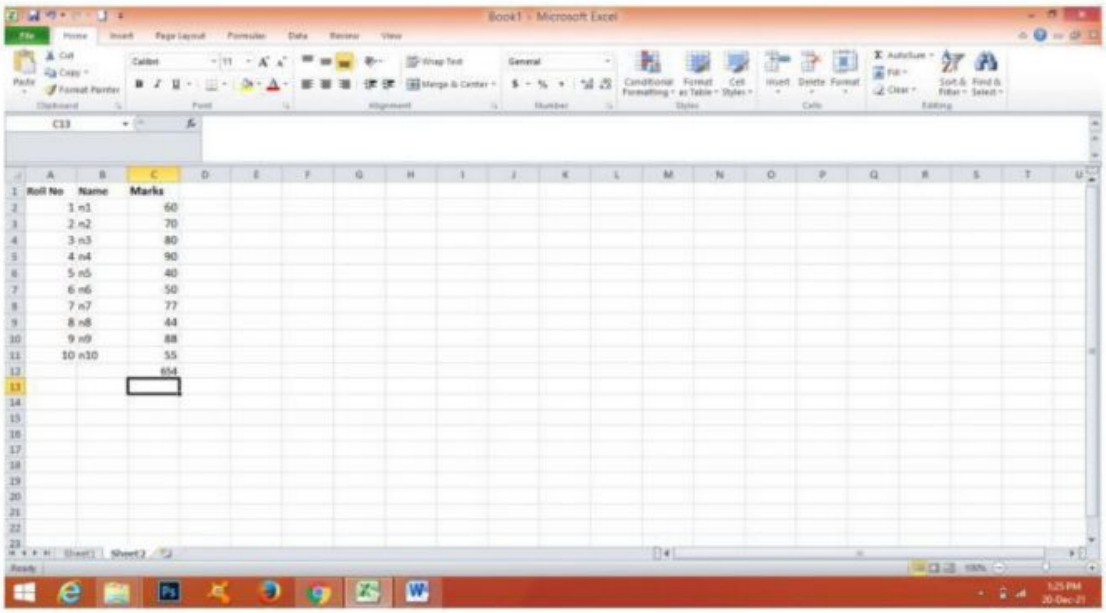
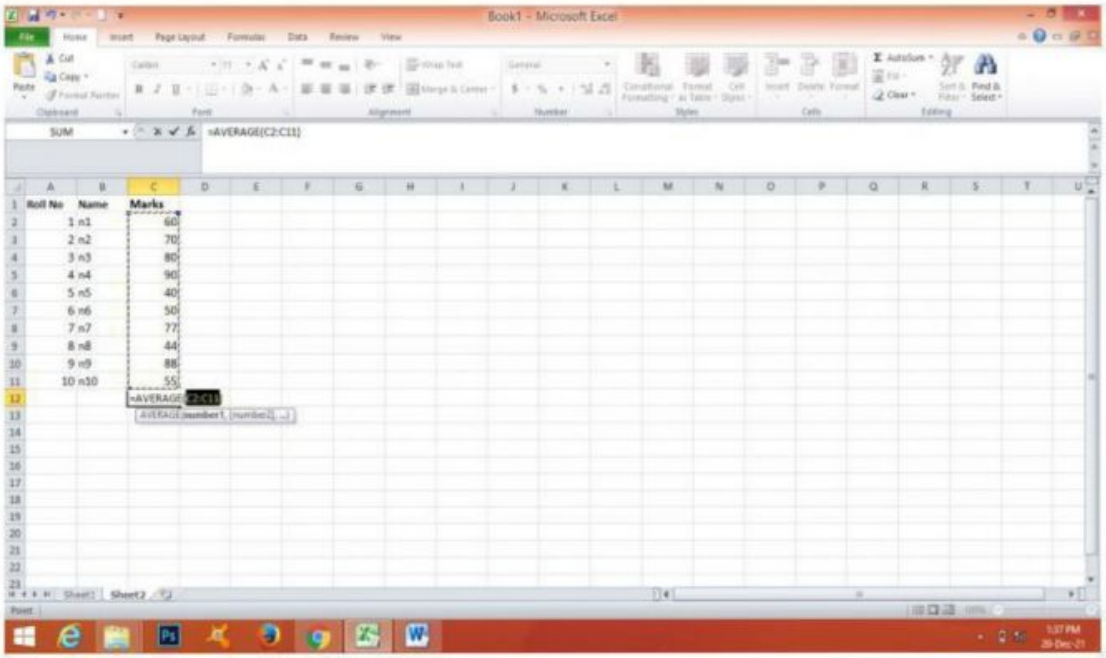
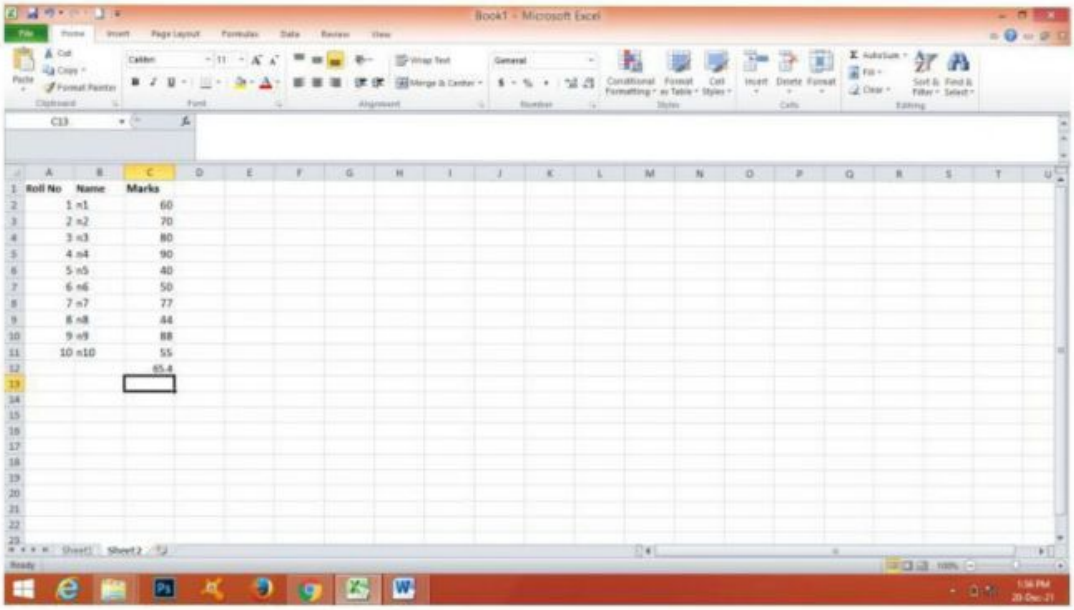


B) Average of the marks in a range of cells (C2:C11)

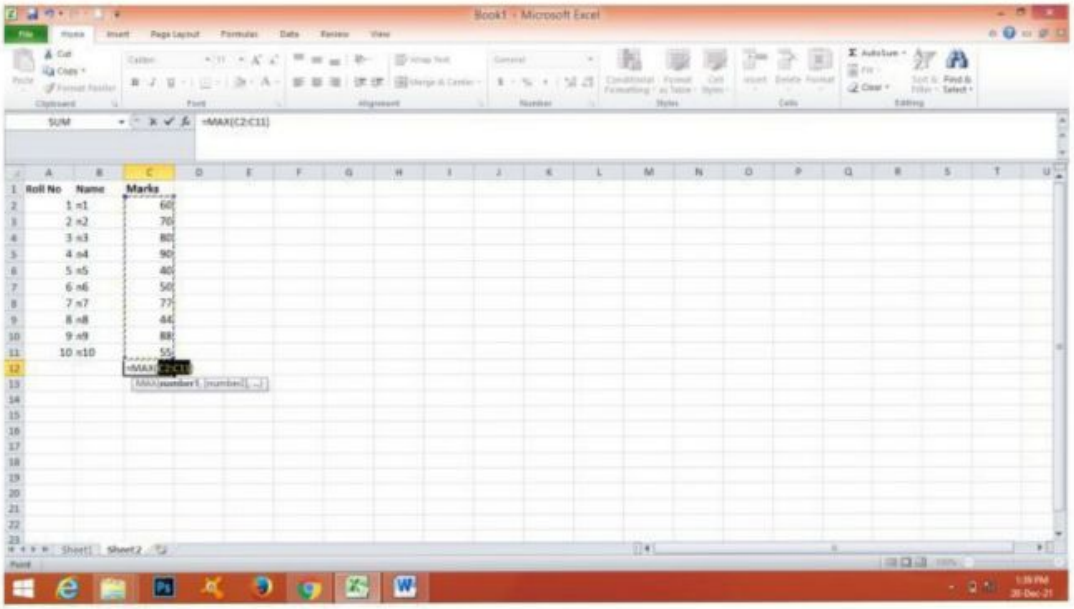
- The average formula of the marks of range of cells (C2:C11) is shown in the following below image
- The average value of the marks of range of cells (C2:C11) is Shown in the following below image

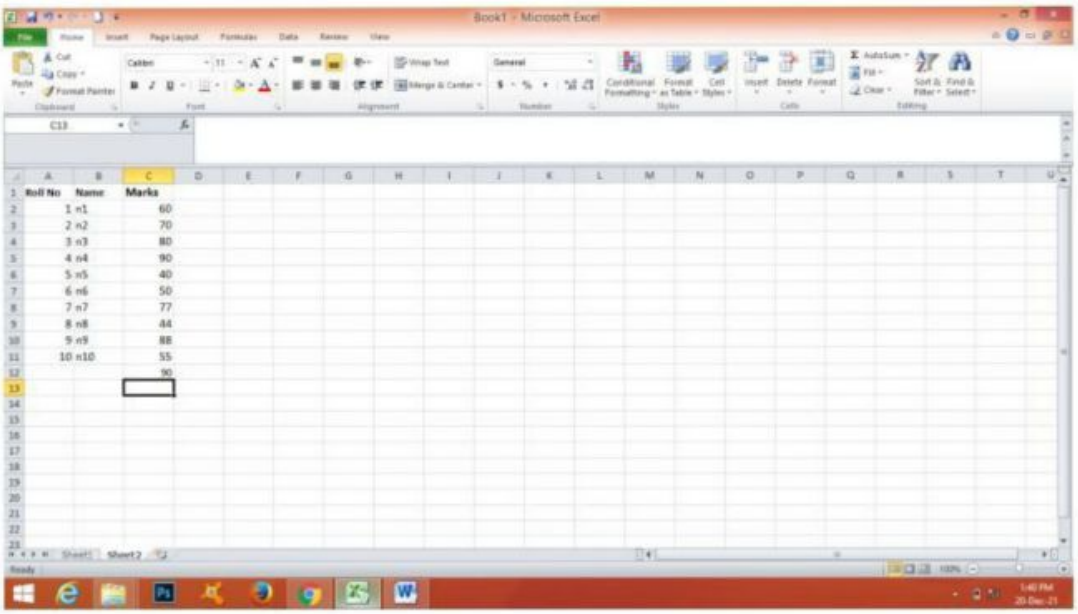




C) Highest marks in a range of cells (C2:C11)

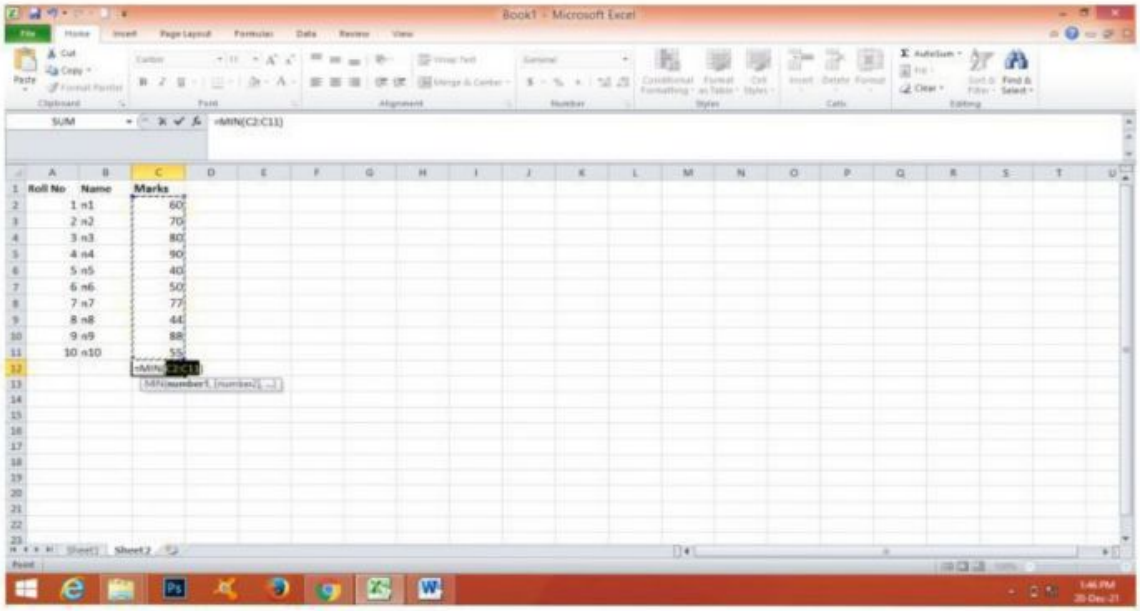
- The highest marks formula in a range of cells is shown in the following below image
- The highest marks value in the range of cells is shown in the following below image

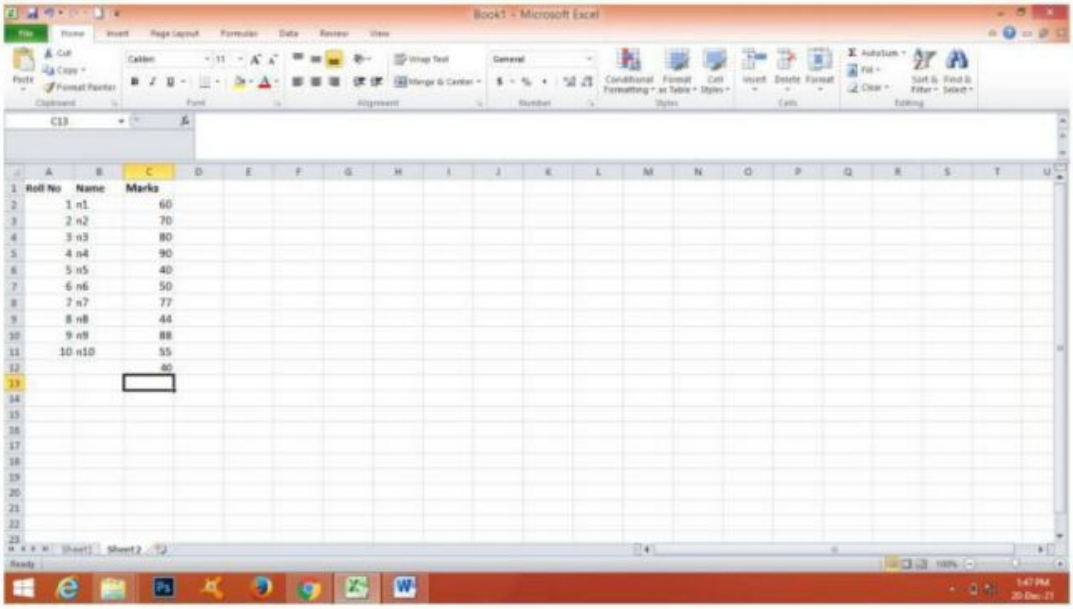




D) Minimum marks in a range of cells (C2:C11)

- The minimum marks formula in a range of cells (C2:C11) is shown in the following below image
- The minimum marks value in a range of cells (C2:C11) is shown in the following below image




Book1 - Microsoft 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
40

QUESTION -13(a)

Describe various steps involved in the following.

(i) To Modify column width of a worksheet.

(ii) To Modify the row height of a worksheet.

(iii) To delete rows and columns of a worksheet

ANSWER:-

TO MODIFY COLUMN WIDTH of A WORKSHEET:-

→ Position the cursor over the column line in the column heading.

→ Then a double arrow will appear.

→ Left-click the mouse, then drag the cursor to the right to increase the column width or to the left to decrease the column width.

→ Release the mouse button.

TO MODIFY THE ROW HEIGHT OF A WORKSHEET :-

→ Position the cursor over the row line you want to modify, and a double arrow will appear.

→ left click the mouse, then drag the cursor upward to decr-ease the row height or downward to increase the row height.

→ Release the mouse button.

TO DELETE THE ROWS AND COLUMNS OF A WORKSHEET :-

→ Select the row or column you want to delete

→ Click the delete command in the cell group on the Home tab.

→ Selected row and column deleted.

QUESTION: 13(b)

Describe following terms in the worksheet.

- Absolute reference and relative reference in formula.
- Cell address.

ANSWER:

ABSOLUTE REFERENCE:-

It is the cell reference in which the row and column are made constant by adding the doller ($) sign before the column and row number. The absolute reference does not change as you copy the formula from one cell to the another.

STEPS:-

→ We write the formula in any cell and press enter so that it is calculated. Ex:- $(A_2 + B_2) * \$C\$2$.

→ Now click on the fill handle at the corner of cell which contains the formula.

→ Drag the fill handle up to the cell you want to fill

→ Now we can see that the Percentage is calculated.

→ You can double click on any cell to check that the operation is performed in between which cell and see that the address of cell does not change.

RELATIVE REFERENCE:-

It is the default cell reference in Excel. It is simply the combination of column narrd and row number without any doller ($) sign when we copy the fromula from once cell

to another the relative cell address change depending on the relative position of column and rows. Example: C1, D2, E4 etc. These are used when we want to perform a similar operation on multiple cell and the formula must change according to the relative address of column and rows.

STEPS :-

→ We write the formula in any cell and press enter so that it is calculated.

→ Now click on the fill handle at the corner of cell which contain the formula.

→ Drag the fill handle up to the cells you want to fill.

→ Now we can see that the addition operation is performed between the remaining cell.

→ Now you can double click on any cell to check that the operation is performed between which cells.

CELL ADDRESS :-

Is the reference or name of a cell or a range of cell It is combination of column name and rows number. It help the Software to identify the cell from where the data / value is to be used in the formula. we can reference the cell of other worksheets and also of other programs.

QUESTION- 14(a)

What tools are available to customize our power point presentation.

ANSWER:-

POWER POINT PRESENTATION:-

A Power point presentation is an excellent way of presenting information or idea to an audience. The software is easy to use and offers a lot of cool effects for our slide shows too. The Presentation can be defined as the practice of showing the content of a topic along with explaining it to a specific audience. It help both the Speaker and the participants to learn about the topic more easily. The ribbon tab group tools and feature together based on their purpose such as:-

1. HOME:-

The home tab hold the cut and paste features, font and paragraph options, and what you need to add and organize slides.

2. INSERT:-

Click insert to add something to a slide. this includes picture, shapes, charts, links, text boxes, video and more.

3. DESIGN:-

on the Design tab you can add a theme or colour scheme, or format the slide background.

4. TRANSITIONS:-

Set up how our slides charge from on to the next on the Transitions tab find a gallery of the possible.

transitions in the transition to this slide group - click More at the side of the gallery to see all of them.

5. ANIMATION :-

Use the animation tab to choreograph the movement of things on your slides. Note that you can see many possible animation in the gallery in the animation group.

6. SLIDE SHOW :-

On the slide show tab, set up the way that you want to show your presentation to others.

7. REVIEW :-

The Review tab let you add comments, run Spell-checks, or compare one presentation with another.

8. VIEW :-

View allow you to look at your presentation in different ways depending on where you are in the creation or delivery process.

9. FILE :-

At one end of the ribbon is the file tab which you use for the behind the Scenes stuff you do with a file, such as opening, Saving, sharing, exporting, printing and managing our presentation.

10. TOOLS TABS :-

When we click some part of our slide, such as picture shapes, smart art or text boxes then drawing tool appear when we click on picture picture tools tab appear some other such as Smart Art, tools, Charts tools, table tools, Video tools. These tap disappear or change when you click something else in your presentation.

QUESTION - 14(b)

Write the steps for the following action for creation of the power point presentation.

ANSWER:-

OPEN A BLANK PRESENTATION :-

→ Select office button - New. The new presentation window appear.
→ In the left side of the New presentation window click the Installed Templetes.
→ Click a templete to select it..
→ Now click on Create.

SAVING THE PRESENTATION AS Lab1.PPtx :-

→ click on Microsoft office button or flile tab.
→ Now click on Save as pane a dialog box appear.
→ Give a name to a presentation (ie Lab1.PPtx)
→ Need to choos where you want to save the presentation.
→ Now click on the Sove the presentation be Saved.

ADDING A TITLE TO THE FIRST SLIDE :-

→ click on the Tille or text place holder
→ Type the text [i.e, CPE CA ACADEMY]
→ If necessary, press [Return] or [Enter] to move to a new tine.
→ Click any where on the Slide outside of the place holder to deselect it.

TYPING IN THE SUBTITLE SECTION :-

→ Click on the Sub title or text placeholder
→ Type the text " first name :- SRADDHA
LAST Name :- CHOUDHARY "

→ Click any where on the Slide outside of the place holder to deselect it.

ADDING A NEW SLIDE :-

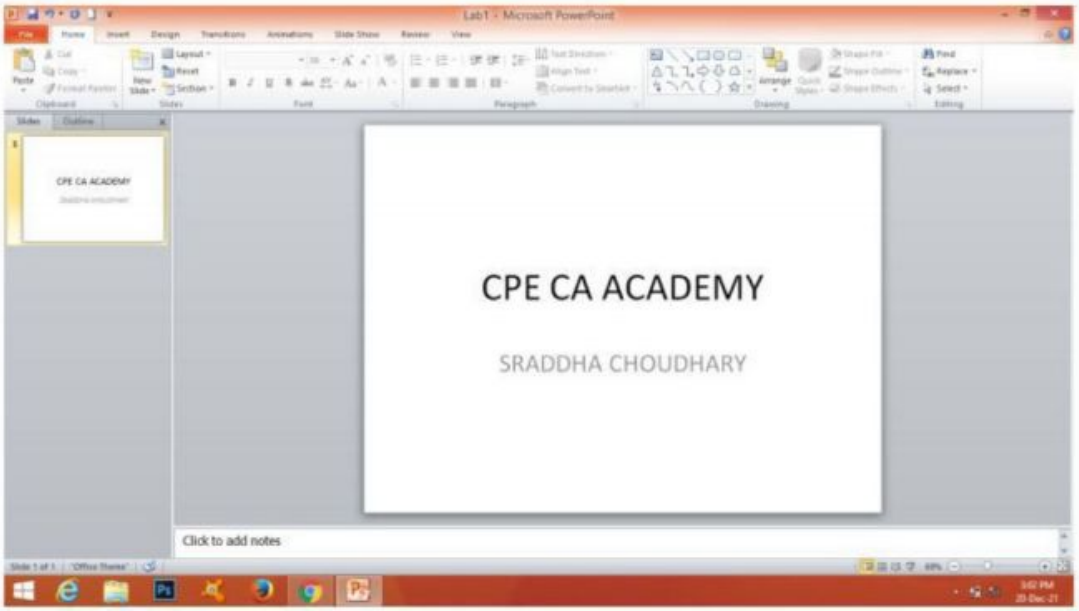
→ on the Home tab, Click the new Slide button in the Slide gro-up. Power point add a blank Slide contain Title and content to your presentation.

(or)

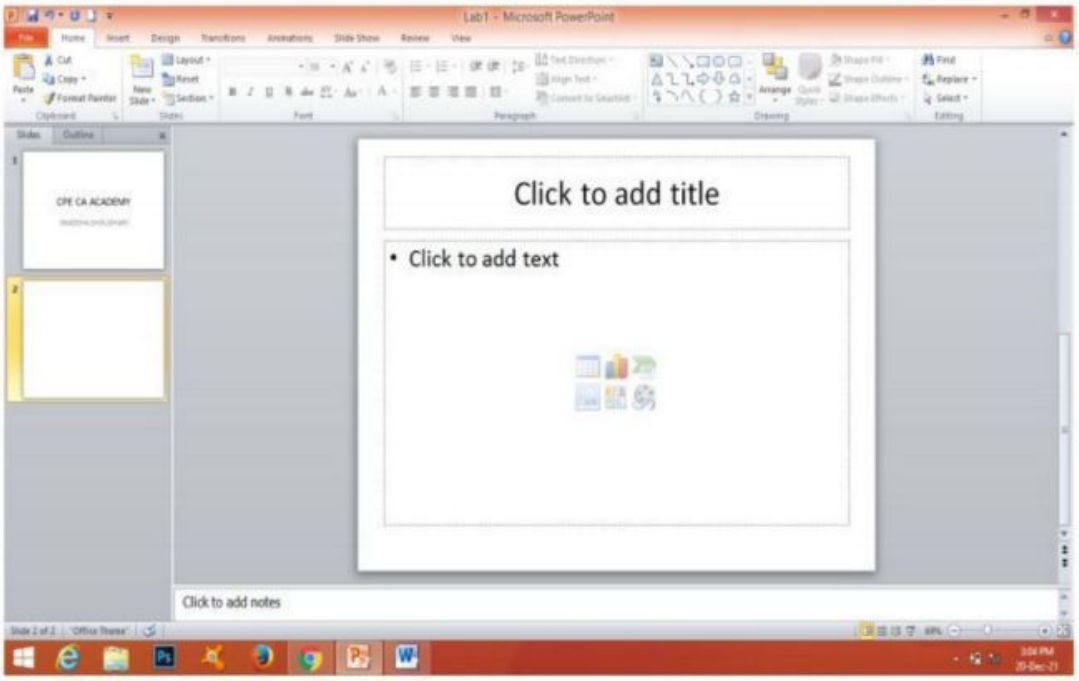
→ Press Ctrl+M and again, Power point add a blank Slide.

(or)

→ Right click on the Slides or Outline tab on the left and then cho-ose New Slide and again. power point adds a blank Slide.



- **New slide having Title and Content**



QUESTION :- 15

Intrite Steps for Creation of a set of power point Slides that demonstrates your skill to use the tools of power point. It should include the following things.

- → Title Slide & bullet list.
- → Inserting Excel Sheet.
- → clip art and Text
- → Slide show effect.

ANSWER:-

TITLE SLIDE AND BULLET LIST :-

→ Select office button or file tab → New The New presentation window appear.

→ In the left side of the New presentation window, click Installed Templetes.

→ Click a Templete to Select Title Slide.

→ Click on Create.

Bullet list :-

→ Select the text you want to formate as a list.

→ click the Bullete command on the Home tab.

→ Left click the bullet or Numbering style you want to use. It will appear in the document.

INSERTING EXCEL SHEET :-

→ click on the Slide where you want to insert the Sheet.

→ In Power point Select the Insert tab and click the insert tab

→ click the object command in the text group.

→ A Dialog box appear.

→ Locate and Seldect the desired Excel file then click Insert.

CLIP ART AND TEXT :-

→ Click in the Slide where we want to place the Clip Art.

→ Click on the insert group in the Illustration group click Clip Art

→ Click Create from file.

→ In the file box, type the name of the file, or click Browse to Select from a list.

→ Select the link check box.

→ Press Ok.

TEXT:-

→ click on the Text place holder

→ Type the text as you want

→ If necessary, press [Return] or [Enter] to move to a new line.

→ Click anywhere on the Slide outside of the placeholder to deselect it.

SLIDE SHOW EFFECT:- This Slide show effect includes transis-tion effect, Animation effect. Slide Show tab.

→ for apply this effect go to. Animation tab or Slide Show tab.

→ Select the image or Slide to apply Animation effect or use the option available on the Slide Show command.

→ Select the effects which we want to apply and. click on apply. or preview the power point presentation appears.

→ finally the Power point Slides are ready for presenta-tion.

PART - 2

QUESTION - 16

What is the difference between Machine language and High level language.

ANSWER:-

MACHINE LANGUAGE :-

A Computer programming language consisting of binary instructions which a computer can respond to directly. Sometimes it is referred to as machine code or object code, machine language is a collection of binary digit or bits that the computer reads and interprets. A computer cannot directly understand the programming languages used to create computer programs, So the Program code must be Compiled.

Example:- 01001000, 01100101, 01101100, 01101100 etc.

HIGH LEVEL LANGUAGE :-

A high level language is any programming language that enables development of a program in a much more user friendly programming context. This language is a programming language with Strong abstraction about the details of the computer in contrast to low level programming language.

Example :- C, C++, Java.

Parameter	Machine Language	High level language.
Basic	These are machine programmer friendly language that are very difficult to understand by human being but easy to interprete by machine.	These are programmer friendly languages that are margea-ble easy to understand debug and widdy used in today's times.
Ease of execu-tion.	These are very easy to execute	These are very difficult to execute.
Portability	A user cannot port these from one device to another	These are portable from one device to another.
Debugging.	A Programmer cannot easly debug these langu-age	It is very easy to debug these languages.
Need of. Hardware.	Having knowlage of hard-ware is a pre-requiste to writing programs	One does not require a knowlage of hardware for writing programs
Comprehensi-bility	These are machine friendly They are thus very difficult to. understand and learn by any human.	These are human friendly They are thus very easy to understand and learn by any programmer.
Usage	These are not very common now adays for program-ming	These are very common and widely used for program-ming in today's times.

QUESTION - 17

Discuss about different data type of C Programming language.

ANSWER:-

DATA TYPE IN C :-

Each Variable in C has an associated data type. Each data type require different amount of memory and has some Specific operations which can be performed over it let us briefly describe them one by one. following are the examples of Some very common data type used in C.

CHAR :- The most basic data type in C. It Store a Single character and requires a single byte of memory in almost all compillers.

INT :- As the name Suggests, an int variable is used to store an integer.

FLOAT :- It is used to Store decimal numbers. (Number with floating point value)

DOUBLE :- It is used to Store decimal numbers (number with floating point value but its range of Values is high in comparison to float.

QUESTION-18.

find the output of the following expression.

a) $X = 20/5 \times 2 + 30 - 5$ b) $Y = 30 - (40 \% 10 + 6) + 10$

c) $Z = 40 \times 2 / 10 - 2 + 10$

ANSWER:-

a) $X = 20/5 \times 2 + 30 - 5$

$X = 4 \times 2 + 30 - 5$

$X = 8 + 30 - 5$

$X = 38 - 5$

$X = 33.$

b) $Y = 30 - (40 \% 10 + 6) + 10$

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

$Y = 30 - 10 + 10$

$Y = 30.$

c) $Z = 40 \times 2 / 10 - 2 + 10.$

$Z = 40 \times \frac{1}{5} - 2 + 10$

$Z = 8 - 2 + 10$

$Z = 18 - 2$

$Z = 16.$

QUESTION - 19

Describe the following Syntax of the following Statments.

a) If - else Statment b) for loop c) while loop d) do - while loop.

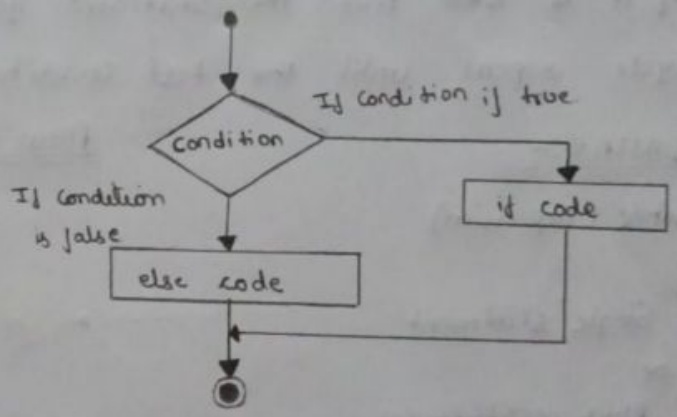
ANSWER:-

a) **If - ELSE STATEMENT:-** If Statment can be followed by an optional else Statment, which executes when the Boolean expression is false.

SYNTAX :-

```
if (expression)
 {
  Block of Statments;
 }
 else
 {
  Block of Statments;
 }
```

FLOW DIAGRAM



b) **FOR LOOP :-** Is similar to while, its's just written differently for Statments are forten used. to process lists such a range. of numbers.

SYNTAX :-

```
for (expression 1; expression 2; expression 3)
 {
   Single Statment
     or
   Block of Statment
 }
```

In the above Syntax:

→ expression 1 : Initialize Variable.

→ expression 2: Conditional expression, as long as this condition is true, loop will keep executing.

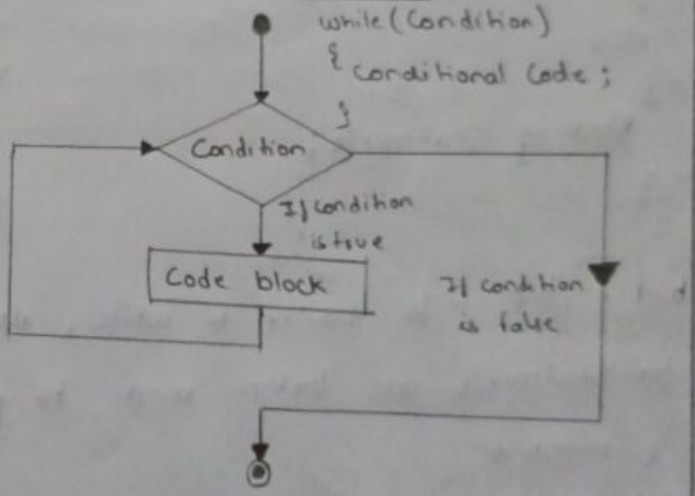
→ Expression 3:- is the modifier which may be simple increment of a variable.

c) WHILE LOOP:- A while loop is statment is like a repeating if statment. Like an if statment. If the test condition is true the statment get executed. The difference is that after the statment have been executed, the test condition is checked again. If it is still true the statment get executed again. This cycle repeat until the test condition evaluates to false.

SYNTAX:-

```
While (expression)
{
  Single statment
  or
  Block of Statment
};
```

flow DIAGRAM.

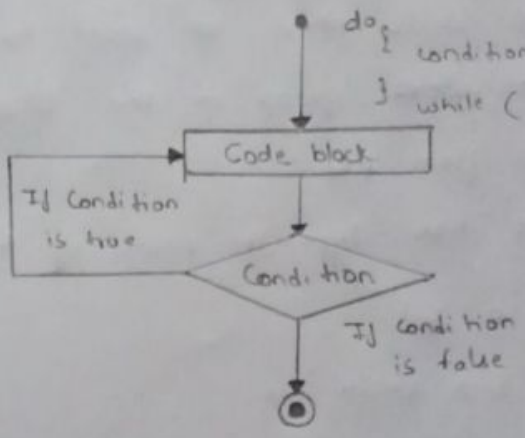


d) DO... WHILE LOOP:- Is just like a while loop except that the test condition is checked at the end for the loop rather than the start. This has the effect that content for the loop are always executed atleast once.

SYNTAX:

```
do
{
  Single Statment
  or
  Block of Statment;
} while (expression);
```

FLOW DIAGRAM



QUESTION:-20

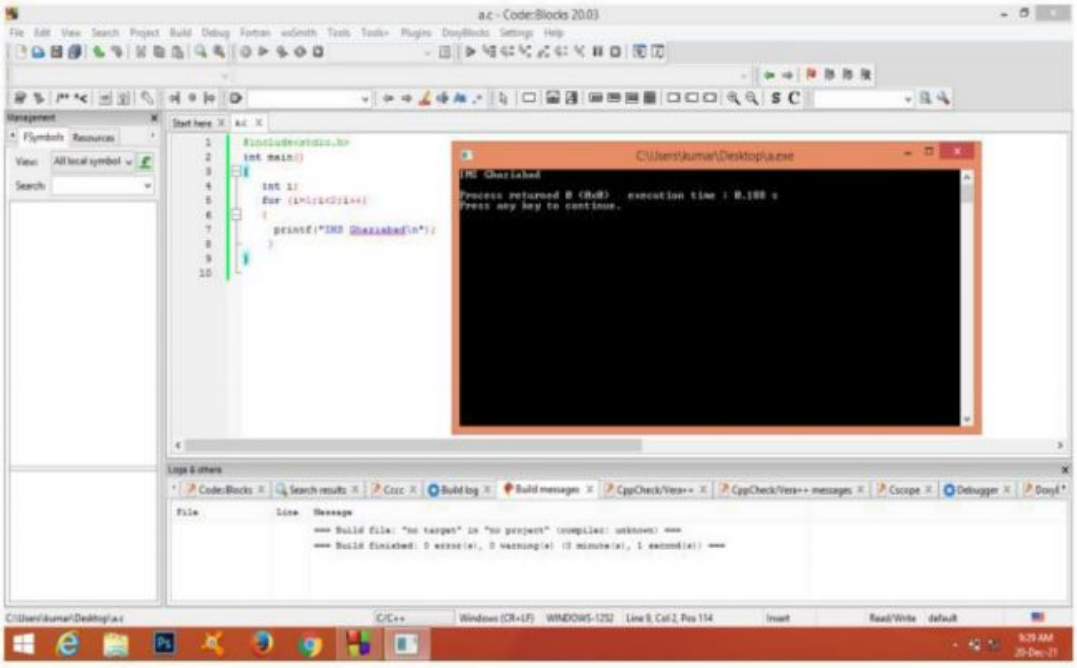
Find the output of the following program segments

a)	b)	c)

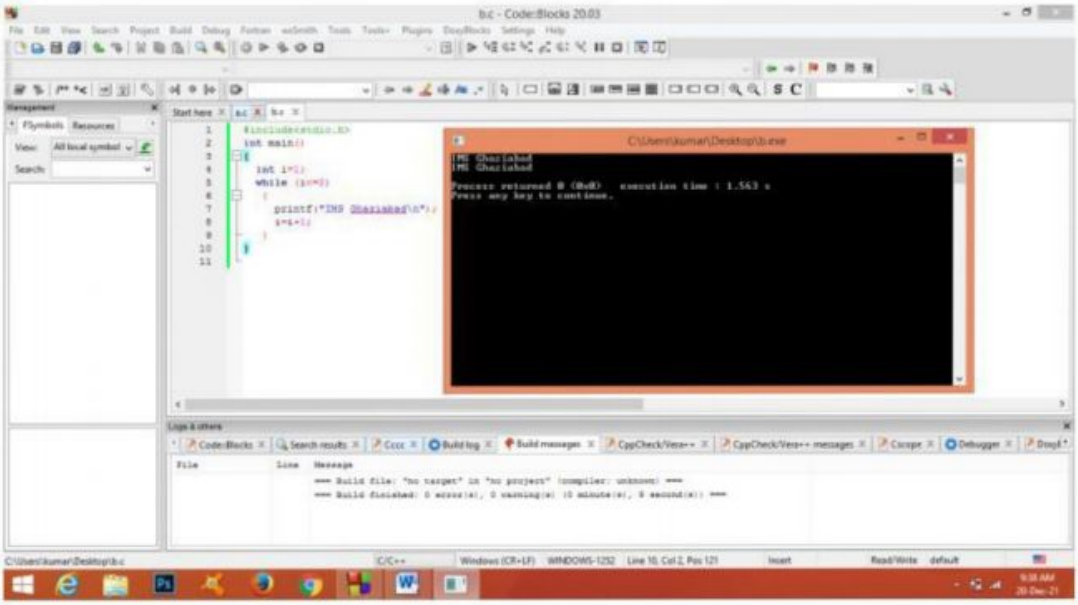
#include <stdio.h>
int main()
{
int i;
for (i=1; i<2; i++)
{
printf("IMS Ghaziabad\n");
}
}
	#include <stdio.h>
	int main()
	{
	int i = 1;
	while (i <= 2)
	{
	printf("IMS Ghaziabad\n");
	i = i + 1;
	}
	}
		#include <stdio.h>
		void main()
		{
		int a = 10, b=100;
		if(a > b)
		printf("Largest number is %d\n", a);
		else
		printf("Largest number is %d\n", b);
		}

ANSWER:-

Output of Syntax (a)



Output of Syntax (b)



Output of Syntax (c)