CCA-101: Fundamentals of IT & Programming

ASSIGNMENT-1

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

Ans. Block Diagram of Computer System :: The Computer system consists of mainly three types that are central processing unit (CPU),Input Devices, and Output Devices.The Central processing unit (CPU) again consists of ALU (Arithmetic Logic Unit) and Control Unit.

The set of instruction is presented to the computer in the form of raw data which is entered through input devices such as keyboard or mouse.

Later this set of instructions is processed with the help of CPU [Central Processing Unit], and the computer system produces an output with the help of output devices like printers and monitors.

A large amount of data is stored in the computer memory with the help of

primary and secondary storage devices temporarily and permanently. This is

called as storage devices

The CPU is the heart | Brain of a computer because without the necessary

action taken by the CPU the user cannot get the desired output. The Central

Processing Unit [CPU] is responsible for processing all the Instruction which is

given to the computer system.

Below Block Diagram of Computer and Its Components are mentioned for

better understanding

Block Diagram of Computer

The Basic components & parts of computer system are given below ::

□ Input Devices

□ Output Devices

□ CPU (Central Processing Unit)

□ Storage Unit

□ ALU(Arithmetic Logic Unit)

□ Control Unit

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

capacity .

Ans.

Introduction

Classification of computers are based on their architecture, speed of executing commands or

instructions, peripheral used and also their uses. Microcomputers are usually used in home and

offices and only a single user can perform the task using a microcomputer. Its storage and data

handling capacity are limited as per the requirement for home and office work. The another type of

computer is called minicomputer which has usually larger storage and can handle multiuser at a

time. This chapter includes the classification of computers.

Computer's Classification

Computers are classified on different parameters, such as, storage capacity, processing speed and

component (CPU) used in computers. Depending upon the components used and features of

different computers, they are classified into four groups, Microcomputers, Minicomputers, Mainframe

computers and Supercomputers.

Micro Computers

Micro Computer is a computer whose CPU (Central Processing Unit) is a microprocessor. All the

components of a microprocessor are on a single integrated circuit chip. Micro computer can be

categorized as the desktop, programmable and workstation. The microprocessor based computers

are called third generation computers. They are the backbone of the modern computer era. The first

and second generation computers are based on vacuum tubes and bipolar junction transistors.

Desktop Computers

Desktop computer is a type of microcomputer. A desktop computer has a keyboard for input data, a

LCD or CRT monitor to display information and Central processing unit tower contains storage,

memory, different types of drives, such as, CD drive, hard drive, etc. A desktop computer is mainly

used at home and office applications.

Programmable Computers (PDA)

Personal digital assistance is a type of hand held programmable digital computer. It is used as

notepads, address books and can connect to world web wave to share information. A PDA is

equipped with mobile phone hence, called smallest computer.

Workstation

A workstation computer has greater memory capability and more extensive mathematical abilities. It

is connected with other workstation computers or personal computer to exchange data and mostly

used for scientific applications. It also supports multitasking applications.

Mini Computers

Minicomputers were introduced in early 1960s. They were faster than micro computers. Basically

these computers were mainly multi-user systems, where many users work on the systems. Generally

these types of computers had larger memories and greater storage capacity. They had large

instruction set and address field. These kinds of computers have efficient storage for handling of

text, in comparison to lower bit machines. Due to more efficient processor, speed and memory size,

minicomputer was used in variety of applications and could support business applications along with

the scientific applications. Minicomputer was a multi-user system which means more than one user

could use this system simultaneously.

Comparison of Micro and Mini computers

Features	Microcomputer	Minicomputer
Primary memory	Shall memory	Larger memory
Word length	Small word length	Larger word length
Cost	low	Low High
Processor	Low	High

Mainframe Computers

Mainframe computers are large and expensive machines. The word length of mainframe computers

may be 48, 60 or 64 bits, memory capacity being in some megabytes and storage capacity in some

terabytes. Generally they handle huge volumes of information and data. In terms of speed, they are

having significant processing capacity. They are used in research organizations, large industries,

airlines reservation where a large database has to be maintained.

Super Computers

Super Computers are the fastest computer in current era. The processing capabilities of super

computer lies in the range of GIPS2, word length 64-128 or may be in 256 or so. The memory

capacity of super computer is in some gigabytes or in terabytes. The storage capacity of this type of

computer is in exabytes.

The parallel processing of a super computer makes it very fast because it contains number of CPU

that operates parallel. They are used at some research centers and government agencies involving

sophisticated scientific and engineering tasks.

Super computers are used for the followings:

- **Weapons research and development**
- **Nuclear and plasma physics**
- **Rocket research and development**
- **Atomic research**
- **Aerodynamics**

Q3: What is the meaning of computer generation ? How many

computer generations are defined? What technologies were/are used?

Ans. Generation in computer terminology is a change in technology a computer is/was being

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.

Computer generations are based on when major

technological changes in computers occurred,

like the use of vacuum tubes, transistors, and

the microprocessor. As of 2020, there are five

generations of the computer.

Review each of the generations below for

more information and examples of computers

and technology that fall into each generation.

** First generation (1940 - 1956)**

** Second generation (1956 - 1963)**

Third generation (1964 - 1971)

Fourth generation (1972 - 2010)

Fifth generation (2010 to present)

First generation (1940 - 1956)

The first generation of computers used vacuum tubes as a major piece of technology. Vacuum tubes were widely used in computers from 1940 through 1956. Vacuum tubes were larger components and resulted in first generation computers being quite large in size, taking up a lot of space in a room. Some of the first generation computers took up an entire room.

The ENIAC is a great example of a first

generation computer. It consisted of nearly 20,000 vacuum tubes, 10,000 capacitors, and 70,000 resistors. It weighed over 30 tons and took up a lot of space, requiring a large room to house it. Other examples of first generation computers include the EDSAC, IBM 701, and Manchester Mark 1.

Second generation (1956 - 1963)

The second generation of computers saw the use of transistors instead of vacuum tubes. Transistors were widely used in computers from 1956 to 1963. Transistors were smaller than vacuum tubes and allowed computers to be smaller in size, faster in speed, and

cheaper to build.

The first computer to use transistors was the TX-0 and was introduced in 1956. Other computers that used transistors include the IBM 7070, Philco Transac S-1000, and RCA 501.

Third generation (1964 - 1971)

The third generation of computers introduced the use of IC (integrated circuits) in computers. Using IC's in computers helped reduce the size of computers even more compared to second-generation computers, and make them faster.

Nearly all computers since the mid to late 1960s have utilized IC's. While the third generation is considered by many people to have spanned from 1964 to 1971, IC's are still used in computers today. Over 45 years later, today's computers have deep roots going back to the third generation.

Fourth generation (1972 - 2010)

The fourth generation of computers took advantage of the invention of the microprocessor, more commonly known as a CPU. Microprocessors, along with integrated circuits, helped make it possible for computers to fit easily on a desk and for

the introduction of the laptop.

Some of the earliest computers to use a microprocessor include the Altair 8800, IBM 5100, and Micral. Today's computers still use a microprocessor, despite the fourth generation being considered to have ended in 2010.

Fifth generation (2010 to present)

The fifth generation of computers is beginning to use AI (artificial intelligence), an exciting technology that has many potential applications around the world. Leaps have been made in AI technology and computers, but there is still room for much

improvement.

One of the more well-known examples of AI

in computers is IBM's Watson, which was

featured on the TV show Jeopardy as a

contestant. Other better-known examples

include Apple's Siri on the iPhone and

Microsoft's Cortana on Windows 8 and

Windows 10 computers. The Google search

engine also utilizes AI to process user

searches.

Q4: Differentiate between volatile & Non- Volatile memories .

Ans. Volatile and Non-Volatile Memory are both types of computer memory. Volatile

Memory is used to store computer programs and data that CPU needs in real time and

is erased once computer is switched off. RAM and Cache memory are volatile memory.

Where as Non-volatile memory is static and remains in the computer even if computer is

switched off. ROM and HDD are non-volatile memory.

Following are the important differences between Volatile and Non-Volatile Memory.

Sr.

No.

Key Volatile Memory Non-Volatile Memory

1 Data

Retention

Data is present till power

supply is present.

Data remains even after power

supply is not present.

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 Example RAM is an example of Volatile

Memory.

ROM is an example of Non-Volatile

Memory.

5 Data Data Transfer is easy in Data Transfer is difficult in Non-

Transfer Volatile Memory. Volatile Memory.

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 Storage Volatile memory less storage

capacity.

Non-Volatile memory like HDD has

very high storage capacity.

8

Impact Volatile memory such as

RAM is high impact on

system's performance.

Non-volatile memory has no impact

on system's performance.

9 Cost Volatile memory is costly per

unit size.

Non-volatile memory is cheap per

unit size.

Q5: Distinguish among system software, application software and open

source software on the basic of their features .

Ans. Open source software is software with source code that anyone can

inspect, modify, and enhance.

"Source code" is the part of software that most computer users don't ever see;

it's the code computer programmers can manipulate to change how a piece of

software—a "program" or "application"—works. Programmers who have

access to a computer program's source code can improve that program by

adding features to it or fixing parts that don't always work correctly.

Some software has source code that only the person, team, or organization

who created it—and maintains exclusive control over it—can modify. People

call this kind of software "proprietary" or "closed source" software.

Only the original authors of proprietary software can legally copy, inspect, and

alter that software. And in order to use proprietary software, computer users

must agree (usually by signing a license displayed the first time they run this

software) that they will not do anything with the software that the software's

authors have not expressly permitted. Microsoft Office and Adobe Photoshop

are examples of proprietary software.

Open source software is different. Its authors make its source code

available to others who would like to view that code, copy it, learn from it, alter

it, or share it. LibreOffice and the GNU Image Manipulation Program are

examples of open source software.

As they do with proprietary software, users must accept the terms of

a license when they use open source software—but the legal terms of open

source licenses differ dramatically from those of proprietary licenses.

Open source licenses affect the way people can use, study, modify, and

distribute software. In general, open source licenses grant computer

users permission to use open source software for any purpose they wish.

Some open source licenses—what some people call "copyleft"

licenses—stipulate that anyone who releases a modified open source

program must also release the source code for that program alongside it.

Moreover, some open source licenses stipulate that anyone who alters and

shares a program with others must also share that program's source code

without charging a licensing fee for it.

By design, open source software licenses promote collaboration and sharing

because they permit other people to make modifications to source code and

incorporate those changes into their own projects. They encourage computer

programmers to access, view, and modify open source software whenever

they like, as long as they let others do the same when they share their work.

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.

Ans. Every Word project you create—whether it's a personal letter, a

TV sitcom script, or a thesis in microbiology—begins and ends the

same way. You start by creating a document, and you end by saving

your work. Sounds simple, but to manage your Word documents

effectively, you need to know these basics and beyond. This chapter

shows you all the different ways to create a new Word document—like

starting from an existing document or adding text to a predesigned

template—and how to choose the best one for your particular project.

You'll also learn how to work faster and smarter by changing your

view of your document. If you want, you can use Word's Outline view

when you're brainstorming, and then switch to Print view when you're

ready for hard copy. This chapter gets you up and running with these

fundamental tools so you can focus on the important stuff—your

words.

TIP

If you've used Word before, then you're probably familiar with opening and saving

documents. Still, you may want to skim this chapter to catch up on the differences between

this version of Word and the ghosts of Word past. You'll grasp some of the big changes just

by examining the figures. For more detail, check out the gray boxes and the notes and

tips—like this one!

Launching Word

The first time you launch Word after installation, the program asks you

to confirm your name and initials. This isn't Microsoft's nefarious plan

to pin you down: Word uses this information to identify documents that

you create and modify. Word uses your initials to mark your edits

when you review and add comments to Word documents that other

people send to you (Section 16.3).

You have three primary ways to fire up Word, so use whichever

method you find quickest:

□ Start menu. The Start button in the lower-left corner of your

screen gives you access to all programs on your PC—Word included.

To start Word, choose Start → All Programs → Microsoft Office →

Microsoft Office Word.

Quick Launch toolbar. The Quick Launch toolbar at the bottom of your screen (just to the right of the Start menu) is a great place to start programs you use frequently. Microsoft modestly assumes that you'll be using Word a lot, so it usually installs the Word icon in the Quick Launch toolbar. To start using Word, just click the W icon, and voilá!

TIP

When you don't see the Quick Launch toolbar, here's how to display it: On the bar at the bottom of your screen, right-click an empty spot. From the menu that pops up, choose Toolbars → Quick Launch. When you're done, icons for some of your programs appear in the bottom bar. A single click fires up the program.

Opening a Word document. Once you've created some Word

documents, this method is fastest of all, since you don't have to start Word as a separate step. Just open an existing Word document, and Word starts itself. Try going to Start → My Recent Documents, and then, from the list of files, choose a Word document. You can also double-click the document's icon on the desktop or wherever it lives on your PC.

TIP

If you need to get familiar with the Start menu, Quick Launch toolbar, and other Windows features, then pick up a copy of Windows XP: The Missing Manual, Second Edition or Windows Vista: The Missing Manual.

So, what happens once you've got Word's motor running? If you're a newcomer, you're probably just staring with curiosity. If you're familiar with previous versions of Word, though, you may be doing a double take (Figure 1-1). In Word 2007, Microsoft combined all the old

menus and toolbars into a new feature called the ribbon. Click one of the tabs above the ribbon, and you see the command buttons change below. The ribbon commands are organized into groups, with the

name of each group listed at the bottom. (See Figure 1-1 for more detail on the ribbon.)

Creating a New Document

When you start Word without opening an existing document, the program gives you an empty one to work in. If you're eager to put words to page, then type away. Sooner or later, though, you'll want to start another new document. Word gives you three ways to do so:

Figure 1-1. When you start Word 2007 for the first time, it may look a little

top-heavy. The ribbon takes up more real estate than the old menus and

toolbars. This change may not matter if you have a nice big monitor. But if

you want to reclaim some of that space, you can hide the ribbon by double-

clicking the active tab. Later, when you need to see the ribbon commands,

just click a tab.

□ 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 (Section 1.2.2). 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 (Section 1.2.3). 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.

TIP

Microsoft provides a mind-boggling number of templates with Word, but they're not the only source. You can find loads more on the Internet, as described in Section 5.2.1. Your employer may even provide official templates for company documents.

To start your document in any of the above ways, click the Windows logo in the upper-left corner of the screen. That's Office 2007's new Office button. Click it, and a drop-down menu opens, revealing commands for creating, opening, and saving documents. Next to these commands, you see a list of your Word documents. This list

includes documents that are open, as well as those that you've recently opened.

The Office button is also where you go to print and email your documents (Figure 1-2).

Figure 1-2. The phrase most frequently uttered by experienced Word fans the first time they start Word 2007 is, "Okay, where's my File menu?" Never fear, the equivalent of the File menu is still there—it's just camouflaged a bit.

Clicking the Office button (the one that looks like a Windows logo) reveals the commands you use to create, open, and save Word documents.

Creating a New Blank Document

Say you want a new blank document, just like the one Word shows you when you start the program. No problem—here are the steps:

1. Choose Office button → New.

The New Document dialog box appears.

2. In the upper-left corner of the large “Create a new Word document” panel, click “Blank document” (Figure 1-3).

The New Document box presents a seemingly endless number of options, but don’t panic. The “Blank document” option you want is on the left side of the first line.

3. At the bottom of the New Document dialog box, click Create.

The dialog box disappears, and you’re gazing at the blank page of a new Word document.

Better get to work.

Figure 1-3. Open the New Document box (Office button → New, or Alt+F, N), and Word gives you several ways to create a new document. Click “Blank document” to open an empty document, similar to the one Word shows

when you first start the program. Or you can click "New from existing" to

open a document that you previously created under a new name.

Creating a New Document from an Existing Document

A blank Word document is sort of like a shapeless lump of clay. With some work, you can mold it to become just about anything. Often, however, you can save time by opening an existing document that's similar to the one you want to create. Imagine that you write the minutes for the monthly meetings of the Chief Executive Officer's Surfing Association (CEOSA). When it's time to write up the June minutes, it's a lot faster to open the minutes from May. You keep the boilerplate text and all the formatting, but you delete the text that's specific to the previous month. Now all you have to do is enter the text for June and save the document with a new name: JuneMinutes.docx.

NOTE

The .docx extension on the end of the filename is Word 2007's new version of .doc. The

switch from three-letter to four-letter filename extensions indicates a change in the way

Word stores documents. (If you need to share documents with folks using earlier versions of

Word, choose Office button → Save As → Word 97-2003 document when you save the file.

See the box in Section 1.2.3 for details.)

Word gives you a "New from existing" document-creation option to

satisfy your desire to spend more time surfing and less time writing

meeting minutes. Here's how to create a new document from an

existing document:

1. Choose Office button → New (Alt+F, N) to open the New

Document window. Then click "New from existing…" (it sits

directly below the "Blank document" button).

The three dots at the end of the button's title tell you that there's

another dialog box to come. And sure enough, when you click "New

from existing…", it opens another box, appropriately titled New from Existing Document (Figure 1-4). This box looks—and works—like a standard Windows Open File box. It lets you navigate to a specific folder and open a file.

2. On your computer, find the existing document you're using for a model.

You can use the bar on the left to change the folder view. Word starts you in your My Documents folder, but you can switch to your desktop or your My Computer icon by clicking the icons on the left. Double-click folder icons in the large window to open them and see their contents.

3. Click to select the file, and then click Create New (in the lower-right corner). (Alternatively, just double-click the file's icon to open it. This trick works in all Open File boxes.)

Instead of the usual Open button at the bottom of the box, the button in the New from Existing Document box reads Create New—your clue that this box behaves differently in one important respect: Instead of

opening an existing file, you're making a copy of an existing file. Once open, the file's name is something like Document2.docx instead of the original name. This way, when you save the file, you don't overwrite the original document. (Still, it's best to save it with a new descriptive name right away.)

Figure 1-4. Use the New from Existing Document box to find an existing

Word document that you'd like to open as a model for your new document.

When you click Create New at bottom-right, Word opens a new copy of the

document, leaving the original untouched. You can modify the copy to your

heart's content and save it under a different file name.

TIP

Windows' Open File boxes, like New from Existing Document, let you do a lot more than

just find files. In fact, they let you do just about anything you can do in Windows Explorer.

Using keyboard shortcuts, you can cut (Ctrl+X), copy (Ctrl+C), and paste (Ctrl+V) files. A

right-click displays a shortcut menu with even more commands, letting you rename files,

view Properties dialog boxes, and much more. You can even drag and drop to move files

and folders.

POWER USERS' CLINIC: WORD'S NEW FILE FORMATS: .DOCX AND

.DOCM

With Office 2007, Microsoft took the drastic step of changing its file formats in hopes of

improving your computer's security. Malicious programmers were using Office's macros to

do nasty things to unsuspecting computers. The .docx format, the new standard for Word

files, doesn't permit macros, making it safe from those threats. The .docm format indicates

that a document contains macros or other bits of programming code. When opening one of

these files, play it safe: If you don't know who created the .docm file, then don't open it.

The downside of the new file formats is that older versions of Word don't know how to open

these .docx and .docm documents. To open Word 2007 files with an older version (even

Word 2003), you need to install the Microsoft Office Compatibility Pack.

This software fix gives pre-2007 versions of Word the power to open documents in the new

formats. Even then, you may not be able to use or edit parts of the file that use new Word

features (like themes, equations, and content controls). To download the free compatibility

pack, go to www.office.microsoft.com and type office 2007 compatibility into the search box

at the top of the page.

Also, if you're preparing a Word document for someone who's using an older Word version,

then you have to save it in a compatible format, as described in the tip in Section 1.2.2.

(Fortunately, the compatibility issue doesn't go both ways: Word 2007 can open old .doc

docs just fine.)

Creating a New Document from a Template

Say you're creating meeting minutes for the first time. You don't have an existing document to give you a leg up, but you do want to end up with handsome, properly formatted minutes. Word is at your service—with templates. Microsoft provides dozens upon dozens of prebuilt templates for everything from newsletters to postcards. Remember all the busy stuff in the New Document box in Figure 1-3? About 90 percent of the items in there are templates.

In the previous example, where you use an existing document to create the meeting minutes for the Chief Executive Officer's Surfing Association (CEOSA), each month you open the minutes from the previous month. You delete the information that pertains to the previous month and enter the current month's minutes. A template works pretty much the same way, except it's a generic document, designed to be adaptable to lots of different situations. You just open it

and add your text. The structure, formatting, graphics, colors, and other doodads are already in place.

NOTE

The subject of Word templates is a lengthy one, especially when it comes to creating your own, so there's a whole chapter devoted to that topic—Chapter 20.

Here's how to get some help from one of Microsoft's templates for meeting minutes:

1. Choose Office button → New (Alt+F, N) to open the New Document window.

On the left of the New Document box is a Template Categories list. The top entry on this list is Installed Templates—the ones Word has installed on your computer.

You could use any of these, but you also have a world of choice waiting for you online. On its Web site, Microsoft offers hundreds of templates for all sorts of documents, and you can access them right from the New Document box. If you have a fast Internet connection,

then it's just as quick and easy to use an online template as it is using the ones stored on your computer. In fact, you'll use an online template for this example.

NOTE

If you can't connect to the Internet right now, then simply choose one of the installed templates instead. Click Create, and then skip to step 4.

2. Scroll down the Template Categories list to the Microsoft Office Online heading. Under this heading, select Minutes. In the center pane, you'll see all different types of minutes templates, from PTA minutes to Annual shareholder's meeting minutes (Figure 1-5). When you click a template's icon, a preview appears in the pane on the right.

Figure 1-5. The New Document box lists prebuilt templates that live at

Microsoft Office Online in categories like Agendas, Brochures, Calendars, and

Minutes. Below the thumbnail you see an estimate of how long it takes to

download the template from the Microsoft Office Online Web site. A rating,

from 0 to 5 stars, tells you what other people think of the template (the

rating system is kind of like the one at Amazon.com).

3. When you're done perusing the various styles, click the

Formal Meeting Minutes icon. (After all, CEOSA is a very formal

organization.) Then click Download.

Word downloads and opens the document.

4. Start writing up the minutes for the CEO Surfers.

To follow the template's structure, replace all the words in square

brackets ([ ]) with text relevant to CEOSA.

TIP

If you'd rather not download the Formal Meeting Minutes template every time you use it,

then you can save the file on your computer as a Word template. The steps for saving files

are just around the corner in Section 1.5.

Opening an Existing Document

If you've mastered creating a document from an existing document

and creating a document from a template, you'll find that opening an

existing document is a snap. The steps are nearly identical.

1. Choose Office button → Open (Alt+F, O). In the Open

window (Figure 1-6), navigate to the folder and file you want to

open.

The Open window starts out showing your My Documents folder,

since that's where Word suggests you save your files. When your

document's in a more exotic location, click the My Computer icon, and

then navigate to the proper folder from there.

TIP

When you open a document you've used recently, you may see its name right on the Office

button → Recent Documents menu. If so, simply click to open it without a trip to the Open

dialog box.

2. With the file selected, click Open in the lower-right corner.

The Open box goes away and your document opens in Word. You're

all set to get to work. Just remember, when you save this document

(Alt+F, S or Ctrl+S), you write over the previous file. Essentially, you

create a new, improved, and only copy of the file you just opened. If

you don't want to write over the existing document, use the Save As

command (Alt+F, A), and then type a new name in the File Name text

box.

Figure 1-6. This Open dialog box shows the contents of the tale of two cities

folder, according to the "Look in" box at the top. The file tale of two cities.

docx is selected, as you can see in the “File name box” at the bottom of the

window. By clicking Open, Mr. Dickens is ready to go to work.

TIP

Opening a file in Word doesn’t mean you’re limited to documents created in Word. You can

choose documents created in other programs from the Files of Type drop-down menu at the

bottom of the Open dialog box. Word then shows you that type of document in the main part

of the window. You can open Outlook messages (.msg), Web pages (.htm or .html), or files

from other word processors (.rtf, .mcw, .wps).

Your Different Document Views

Now that you know a handful of ways to create and open Word

documents, it’s time to take a look around the establishment. You may

think a document’s a document—just look at it straight on and get your

work done. It's surprising, though, how changing your view of the page

can help you work faster and smarter. When you're working with a

very long document, you can change to Outline view and peruse just

your document's headlines without the paragraph text. In Outline view,

you get a better feeling for the manuscript as a whole. Likewise, when

you're working on a document that's headed for the Web, it makes

sense to view the page as it will appear in a browser. Other times, you

may want to have two documents open on your screen at once (or on

each of your two monitors, you lucky dog), to make it easy to cut and

paste text from one to the other.

The key to working with Word's different view options is to match the

view to the job at hand. Once you get used to switching views, you'll

find lots of reasons to change your point of view. Find the tools you

need on the View tab (Figure 1-7). To get there, click the View tab

(Alt+W) on the ribbon (near the top of Word's window). The tab

divides the view commands into four groups:

□ Document Views. These commands change the big picture. For the most part, use these when you want to view a document in a dramatically different way: two pages side by side, Outline view, Web layout view, and so on.

□ Show/Hide. The Show/Hide commands display and conceal Word tools like rulers and gridlines. These tools don't show when you print your document; they're just visual aids that help you when you're working in Word.

□ Zoom. As you can guess, the Zoom tools let you choose between a close-up and a long shot of your document. Getting in close makes your words easier to read and helps prevent eyestrain. But zooming out makes scrolling faster and helps you keep your eye on the big picture.

TIP

In addition to the Zoom tools on the ribbon, handy Zoom tools are available in the window's

lower-right corner. Check out the + (Zoom In) and–(Zoom Out) buttons and the slider in

between them. See Section 1.4.3 for the details on using them.

Window. In the Window group, you'll find creative ways to

organize document windows on your screen—like split views of a

single document or side-by-side views of two different documents.

All the commands in the View tab's four groups are covered in the

following pages.

NOTE

This section provides the short course on viewing your Word documents. For even more

details and options for customizing your Word environment, see Chapter 17.

Figure 1-7. The View tab is your document-viewing control center. Look

closely, and you see it's divided into four groups with names at the bottom of

the ribbon: Document Views, Show/Hide, Zoom, and Window. To apply a

view command, just click the button or label.

Document Views: Five Ways to Look at Your Manuscript

Word gives you five basic document views. To select a view, go to the View tab (Alt+W) and choose one of the Document Views on the left side of the ribbon (Figure 1-8). You have another great option for switching from one view to another that's always available in the lower-right corner of Word's window. Click one of the five small buttons to the left of the slider to jump between Print Layout, Full Screen Reading, Web Layout, Outline, and Draft views. Each view has a special purpose, and you can modify them even more using the other commands on the View tab.

Figure 1-8. On the left side of the View tab, you find the five basic document

views: Print Layout, Full Screen Reading, Web Layout, Outline, and Draft. You

can edit your document in any of the views, although they come with

different tools for different purposes. For example, Outline view provides a

menu that lets you show or hide headings at different outline levels.

NOTE

Changing your view in no way affects the document itself—you're just looking at the same

document from a different perspective.

Print Layout (Alt+W, P). The most frequently used view in

Word, Print Layout, is the one you see when you first start the

program or create a new blank document. In this view, the page you

see on your computer screen looks much as it does when you print it.

This view's handy for letters, reports, and most documents headed for

the printer.

Full Screen Reading (Alt+W, F). If you'd like to get rid of the

clutter of menus, ribbons, and all the rest of the word-processing gadgetry, then use Full Screen Reading view. As the name implies, this view's designed primarily for reading documents. It includes options you don't find in the other views, like a command that temporarily decreases or increases the text size. In the upper-right corner you see some document-proofing tools (like a text highlighter and an insert comment command), but when you want to change or edit your document, you must first use the View Options → Allow Typing command. For more details on using Word for reviewing and proofing, see Chapter 16.

□ Web Layout (Alt+W, L). This view shows your document as if it were a single Web page loaded in a browser. You don't see any page breaks in this view. Along with your text, you see any photos or videos that you've placed in the document—just like a Web page. Section 13.2 has more details on creating Web pages with Word.

□ Outline (Alt+W, U). For lots of writers, an outline is the first step

in creating a manuscript. Once they've created a framework of chapters and headings, they dive in and fill out the document with text.

If you like to work this way, then you'll love Outline view. It's easy to jump back and forth between Outline view and Print Layout view or Draft view, so you can bounce back and forth between a macro and a micro view of your epic. (For more details on using Word's Outline view, see Section 8.1.)

Draft (Alt+W, V). Here's the no-nonsense, roll-up-your-sleeves view of your work (Figure 1-9). You see most formatting as it appears on the printed page, except for headers and footers. Page breaks are indicated by a thin dotted line. In this view, it's as if your document is on one single roll of paper that scrolls through your computer screen. This view's a good choice for longer documents and those moments when you want to focus on the words without being distracted by page breaks and other formatting niceties.

Show and Hide Window Tools

Word gives you some visual aids that make it easier to work with your documents. Tools like rulers and gridlines don't show up when you print your document, but they help you line up the elements on the page. Use the ruler to set page margins and to create tabs for your documents. Checkboxes on the View tab let you show or hide tools, but some tools aren't available in all the views, so they're grayed out. You can't, for example, display page rulers in Outline or Full Screen Reading views.

Use the checkboxes in the Show/Hide group of the View tab (Figure 1-10) to turn these tools on and off:

□ Ruler. Use the ruler to adjust margins, set tabs, and position items on your page. For more detail on formatting text and paragraphs, see Chapter 4.

□ Gridlines. When you click the Gridlines box, it looks like you created your document on a piece of graph paper. This effect isn't too helpful for an all-text document, but it sure comes in handy if you're

trying to line up photos on a page.

Figure 1-9. In Draft view, you see most text and paragraph formatting, but

headers, footers, and other distracting page formatting features are hidden.

Your text appears as a continuous scroll, with the margins hidden. Page

breaks appear as dotted lines.

□ Message Bar. The Message Bar resides directly under the

ribbon, and it's where you see alerts about a document's behavior. For

example, when a document is trying to run a macro and your Word

settings prohibit macros, an alert appears in the Message Bar. Click

the checkbox to show or hide the Message Bar.

□ Document Map. If you work with long documents, you'll like

the Document Map. This useful tool appears to the left of your text

(you can see it in Figure 1-10), showing the document's headings at

various levels. Click the little + and–buttons next to a heading to

expand or collapse the outline. Click a heading, and you jump to that location in your document.

□ Thumbnails. Select the Thumbnails option, and you see little icons of your document's pages in the bar on the left. Click a thumbnail to go to that page. In general, thumbnails are more useful for shorter documents and for pages that are visually distinctive. For longer documents, you'll find the Document Map easier to use for navigation.

Zooming Your View In and Out

When you're working, do you ever find that you sometimes hold pages at arm's length to get a complete view, and then, at other times, you stick your nose close to the page to examine the details? Word's Zoom options (Figure 1-11) let you do the same thing with your screen—but without looking nearly as silly.

Figure 1-10. Use the Show/Hide group on the View tab to display or conceal

Word tools. The Ruler gives you a quick and easy way to set tabs and

margins. The Document Map is particularly helpful when you work with

longer documents because it displays headings in the bar on the left of the

screen. In the left pane, you can see that Mr. Dickens wrote more than his

fair share of chapters.

Figure 1-11. The Zoom group of options lets you view your document close

up or at a distance. The big magnifying glass opens the Zoom dialog box with

more controls for fine-tuning your zoom level. For quick changes, click one of

the three buttons on the right: One Page, Two Pages, or Page Width.

NOTE

Even though the text appears to get bigger and smaller when you zoom, you're not actually

changing the document in any way. Zoom is similar to bringing a page closer so you can

read the fine print. If you want to actually change the font size, then use the formatting

options on the Home tab (Alt+H, FS).

On the View tab, click the big magnifying glass to open the Zoom

dialog box (Figure 1-12). Depending on your current Document View

(see Section 1.4), you can adjust your view by percentage or relative

to the page and text (more on that in a moment). The options change

slightly depending on which Document View you're using. The Page

options don't really apply to Web layouts, so they're grayed out and

inactive if you're in the Web Layout view.

Figure 1-12. The Zoom dialog box lets you choose from a variety of views.

Just click one of the option buttons, and then click OK. The monitor and text

sample at the bottom of the Zoom box provide visual clues as you change the

settings.

Zooming by percentage

In the box's upper-left corner, you find controls to zoom in and out of your document by percentage. The view varies depending on your computer screen and settings, but in general, 100% is a respectable, middle-of-the-road view of your document. The higher the percentage, the more zoomed in you are, and the bigger everything looks—vice versa with a lower percentage.

The three radio buttons (200%, 100%, and 75%) give you quick access to some standard settings. For in-between percentages (like 145%), type a number in the box below the buttons, or use the up-down arrows to change the value. For a quick way to zoom in and out without opening a dialog box, use the Zoom slider (Figure 1-13) in the lower-right corner of your window. Drag the slider to the right to zoom in on your document, and drag it to the left to zoom out. The percentage changes as you drag.

Figure 1-13. The Zoom slider at the bottom of the document window gives

you a quick and easy way to change your perspective. Drag the slider to the

right to zoom in on your document, and drag it to the left to zoom out. To

the left of the slider are five View buttons: Print Layout, Full Screen Reading,

Web Layout, Outline, and Draft (Section 1.4.2). Since the first button is

selected, this document is in Print Layout view.

Zooming relative to page or text

Not everyone's a number person. (That's especially true of writers.)

So you may prefer to zoom without worrying about percentage figures.

The Zoom dialog box (on the View tab, click the magnifying-glass

icon) gives you four radio buttons with plain-English zoom settings:

Page width. Click this button, and the page resizes to fill the screen

from one side to the other. It's the fastest way to zoom to a text size

that most people find comfortable to read. (You may have to scroll,

though, to read the page from top to bottom.)

Text width. This button zooms in even farther, because it ignores the margins of your page. Use this one if you have a high-resolution monitor (or you've misplaced your reading glasses).

Whole page. When you want to see an entire page from top to bottom and left to right, click this button. It's great for getting an overview of how your headings and paragraphs look on the page.

Many pages. This view is the equivalent of spreading your document out on the floor, and then viewing it from the top of a ladder. You can use it to see how close you are to finishing that five-page paper, or to inspect the layout of a multi-page newsletter.

WARNING

When you're zoomed out to Whole or "Many pages" view, watch those fingers on the

keyboard. You can still make changes to your text in these views, even though you can't

see what you're doing.

Changing page view from the ribbon

The ribbon offers radio buttons for three popular page views. (You can

see them back in Figure 1-11, to the Zoom tool's right.) They're a

quick and dirty way to change the number of pages you see onscreen

without fiddling with zoom controls.

□ One Page. This view shows the entire page in Word's document

window. If your screen is large enough, you can read and edit text in

this view.

□ Two Pages. In this view, you see two pages side by side. This

view's handy when you're working with documents that have two-page

spreads, like booklets.

□ Page Width. This button does the exact same thing as the Page

Width button in the Zoom dialog box (Section 1.4.3). It's more

readable than the One Page and Two Page options, because the

page fills the screen from edge to edge, making the text appear larger.

The Window Group: Doing the Splits

Back when dinosaurs roamed the earth and people used typewriters (or very early word processors), you could work on only one document at a time—the one right in front of you. Although Word 2007 has more options for viewing multiple documents and multiple windows than ever, some folks forget to use them. Big mistake. If you ever find yourself comparing two documents or borrowing extensively from some other text, then having two or more documents visible on your screen can double or triple your work speed.

The commands for managing multiple documents, views, and windows are in the View tab's Window group (Figure 1-14).

Figure 1-14. In the Window group, the three commands on the left—New Window, Arrange All, and Split—let you open and view your work from

multiple vantage points. The commands in the middle—View Side by Side,

Synchronous Scrolling, and Reset Window Position—are helpful when reviewing and comparing documents. The big Switch Windows button lets you hop from one document to another.

□ New Window (Alt+W, N). When you're working on a long document, sometimes you want to see two different parts of the document at the same time, as if they were two separate documents. You may want to keep referring to what you said in the Introduction while you're working in Chapter 5. Or perhaps you want to keep an Outline view open while editing in Draft view. That's where the New Window command comes in. When you click this button (or hit this keystroke), you've got your document open in two windows that you can scroll independently. Make a change to one window, and it immediately appears in the other.

□ Arrange All (Alt+W, A). Great—now you've got documents

open in two or more windows, but it takes a heck of a lot of mousing around and window resizing to get them lined up on your screen at the same time. Click Arrange All and, like magic, your open Word document windows are sharing the screen, making it easy to work on one and then the other. Word takes an egalitarian approach to screen real estate, giving all windows an equal amount of property (Figure 1-15).

Split (Alt+W, S). The Split button divides a single window so you can see two different parts of the same document—particularly handy if you're copying text from one part of a document to another. The other advantage of the Split command is that it gives you more room to work than using Arrange All for multiple windows because it doesn't duplicate the ribbon, ruler, and other Word tools (Figure 1-16).

Figure 1-15. One downside of Office 2007's ribbon: It takes up more space on

your computer's screen than menus or even the older button bars. When you

open a couple of windows, you're not left with much space to do your work,

especially when you're working on an ultra-portable laptop or a computer

with a small screen. You can double-click the active tab to hide the ribbon,

but in most cases, you're better off working with a split screen, as shown

in Figure 1-16.

Figure 1-16. When you're viewing two different parts of a single document,

use the Split command; it leaves you more room to work than two separate

windows, as shown in Figure 1-15. Each section of the split window has a

scroll bar, so you can independently control different parts of your

document. If you want to fine-tune your split, just drag the middle bar

exactly where you want it. When you're done, click Remove Split to return to

a single screen view.

Viewing multiple windows

One common reason for wanting to see two documents or more on your screen at once is so you can make line-by-line comparisons. Imagine you have two Word documents that are almost identical, but you have to find the spots where there are differences. A great way to make those differences jump out is to put both versions on your screen side by side and scroll through them. As you scroll, you can see differences in the paragraph lengths and the line lengths. Here are the commands to help you with the process:

□ View Side by Side (Alt+W, B). Click the View Side by Side command and Word arranges two windows vertically side by side. As you work with side-by-side documents, you can rearrange windows on your screen by dragging the very top of the Window frame. You can resize the windows by pointing to any edge of the frame. When you see a double arrow, just drag to resize the window. Synchronous

Scrolling (described next) is automatically turned on.

□ Synchronous Scrolling (Alt+W, Y). The Synchronous Scrolling feature keeps multiple document windows in lock step. When you scroll one window, the other windows automatically scroll too. Using the same button or keystroke, you can toggle Synchronous Scrolling on and off as you work with your documents.

□ Reset Windows Position (Alt+W, T). If you've moved or resized your document windows as described earlier under View Side by Side, then you can click this button to reset your view so the windows share the screen equally.

Saving and Closing Documents

From the earliest days of personal computing, the watchword has been "save early, save often." There's nothing more frustrating than working half the day and then having the Great American Novel evaporate into the digital ether because your power goes out. So, here are some tips to protect your work from disasters human-made and

natural:

□ Name and save your document shortly after you first create it.

You'll see the steps to do so later in this section.

□ Get in the habit of doing a quick save with Alt+F, S

(think File Save) when you pause to think or get up to go to the

kitchen for a snack. (Note for old-timers: Ctrl+S still works for a quick

save too.)

□ If you're leaving your computer for an extended period of time,

save and close your document with Alt+F, C (think File Close).

UP TO SPEED: WHERE ARE MY KEYBOARD SHORTCUTS?

Ribbons, buttons, and menus are all well and good when you're doing something new or

complicated. But when you know where you're going, a good keyboard shortcut can save

time. Word 2007 has dozens of keyboard shortcuts. If you don't have your favorites

memorized, use the Alt key to reveal them.

Press the Alt key, and you see small badges with letters and numbers pop up next to

menus and buttons. These are your shortcuts. If you're looking for the keyboard shortcut to

close your document, follow these steps:

1. Press and release the Alt key to show the keyboard shortcut badges.

When you do this, the badges appear over menu items and ribbon buttons. (The Alt key

acts as a toggle. If you change your mind and don't want to use a shortcut, then press the

Alt key again and you're back in normal typing mode.)

2. Press F to open the Office menu.

Pressing F (which used to stand for File menu) does the same thing as clicking the button

with your mouse, except that now it sports little keyboard shortcut badges.

3. Press C to close your document.

Looking at the bottom of the Office menu, you see the Close command. A small C badge

indicates that pressing C closes your document.

As you can guess, most keyboard shortcuts are based on the initial letter of the actual

command words. This doesn't always work out for popular letters. As a result, you have

cases like the References tab, which has the keyboard shortcut S.

Even if you don't deliberately work to memorize the keyboard shortcuts, you'll find that you

begin to learn your favorites as you use them. Before long, your fingers will tap them out

automatically.

If a substantial portion of your brain is occupied by keyboard shortcuts from previous

versions of Word, never fear. Most of those old commands still work—including Ctrl+B

for Bold, Ctrl+N for new document, and F7 for spell checking.

The Many Ways to Save Documents

It's the Microsoft Way to give you multiple ways to do most everything.

Whether that's because the company's programmers believe in giving

you lots of choices, or because they can't make up their minds about

the best way to do something is a question best left to the

philosophers. But the point is, you do have a choice. You don't have to

memorize every keystroke, button, and command. Especially

with saving, the important thing is to find a way you like and stick with

it. Here's a list of some ways you can save the document you're

working on:

Saving by keyboard shortcut

Ctrl+S. If you're an old hand at Word, this keyboard shortcut

may already be burned in your brain. It still works with Word and other

Office programs. This command quickly saves the document and lets

you get back to work.

Alt+F, S. This keyboard shortcut does the exact same thing as

Ctrl+S. Unlike Ctrl+S, though, you get visual reminders of which keys

to press when you press the Alt key. See the box above.

Saving by menu command

Office button → Save. If you don't want to use keyboard

shortcuts, you can mouse your way to the same place using menus.

Like the options above, this command saves your file with its current name.

Office button → Save As. The Save As option lets you save your file with a new name (Figure 1-17). When you use this command, you create a new document with a new name that includes any changes you've made. (The individual steps are described in the next section.)

Q6.b) Writes steps regarding followings

To change the font style

To change the font size

To change the font color

To highlight in yellow the line that reads "need to get IMS's address".

Ans. (a)To change the font style

o Select the text you want to modify.

o Select the Home tab and locate the Font group.

o Click the drop-down arrow next to font style box.

o Font style menu appears.

o With a left click select the desired font style.

(b)To change the font size

1. Select the text or cells with text you want to change. To select all text in a Word

document, press Ctrl + A.

2. On the Home tab, click the font size in the Font Size box. You can also type in

any size you want, within the following limits:

(c)To change the font color

To change the font color, follow the steps

below.

1. Highlight the text you want to change.

2. Click the down arrow next to the color icon on

the format bar or Ribbon. It is usually displayed

as the letter "A" with a red underline, as shown

in the example above.

3. After clicking the down arrow for the color,

select the color you want to make the text.

Q7: Create a file in MS-Word for the

following documents and save it with file

name ms-word . Describe all steps involved

in it .

MS WORD

MS WORD is widely used commercial word

processor developed by Microsoft .

MS Word is application software , which is capable

of

- **Creating ,**
- **Editing ,**
- **Saving ,**
- **Printing any type of document**

Ans. Creating –

1. Open Microsoft Word. If you're not sure how to

open or find Word, skip to the finding Microsoft

Word section.

2. In newer versions of Word, the first screen asks

what type of Word document you want to create.

Select the "Blank document" option to create a

document from scratch. You can also select from

one of the Word templates provided if you would

like to create a specific type of document.

3. Once the blank document or template is open, any

new information can be entered using

a keyboard or on-screen keyboard.

4. Once complete or while working on the document,

you can Save through the File tab at the top of the

Word program window.

Editing –

Editing is the process of selecting and preparing writing, photography, visual, audible,

and film media used to convey information. The editing process can involve correction,

condensation, organization, and many other modifications performed with an intention of producing a

correct, consistent, accurate and complete work. [1]

The editing process often begins with the author's idea for the work itself, continuing as a

collaboration between the author and the editor as the work is created. Editing can involve creative

skills, human relations and a precise set of methods. [2][3]

Editors work on producing an issue of Bild , West Berlin, 1977. Previous front pages are affixed to the wall

behind them.

There are various editorial positions in publishing. Typically, one finds editorial assistants reporting

to the senior-level editorial staff and directors who report to senior executive editors. Senior

executive editors are responsible for developing a product for its final release. The smaller the

publication, the more these roles overlap.

Saving –

than working half the day and then having the Great American Novel

evaporate into the digital ether because your power goes out. So, here

are some tips to protect your work from disasters human-made and

natural:

Name and save your document shortly after you first create it.

You'll see the steps to do so later in this section.

Get in the habit of doing a quick save with Alt+F, S

(think File Save) when you pause to think or get up to go to the

kitchen for a snack. (Note for old-timers: Ctrl+S still works for a quick

save too.)

If you're leaving your computer for an extended period of time,

save and close your document with Alt+F, C (think File Close).

** Printing any type of document-**

1

Open or create a Microsoft Word document. To do so, click on the blue app with a

white document icon and bold "W," then click on File in the menu bar at the upper-left of

the screen. Click on Open... to open an existing document or New... to create a new

one.

** When you are ready to print, open the Print dialog box.**

2

Click on File. It's in the menu bar at the upper-left of the screen or a tab at the

upper-left of the window.

3

Click on Print.... The Print dialog box will open.

1.

4 Select your printing options. Use the selections in the dialog box to select:

□ Your default printer is displayed. Click on its name to select another printer from

the drop-down menu.

□ The number of copies to print. The default is 1; increase the quantity to print

more copies.

□ Which pages to print. The default is to print all the pages in the document, but

you can choose to print the currently-displayed page, a highlighted selection,

specific pages in the document, odd-numbered pages only, or even-numbered

pages only.

□ The size of paper to print on.

□ The number of pages to print per sheet.

□ Orientation of the paper. Select either Portrait (paper length vertical, width

horizontal) or Landscape (paper width vertical, length horizontal).

Margins. You can adjust the top, bottom, left, and right margins with the labeled

up and down arrows or by typing numbers in the boxes.

Q8. Create a file in MS-word for the following documents and save it with

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

EQUATIONS

X 2 + Y 5 = 30

Z 3 + Q 4 = 50

A 2 + B 8 = X 2 + Y 8

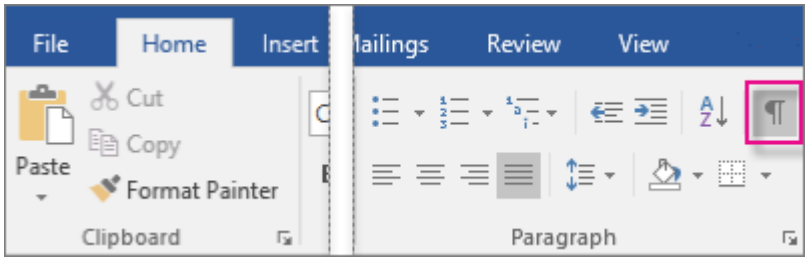
Ans.

Q9. Create a file in MS-word that convert existing highlight text

Ans. Convert text to a table or a table to text

Word for Microsoft 365 Outlook for Microsoft 365 Word 2019 Outlook 2019 More...

To convert text to a table or a table to text, start by clicking the **Show/Hide** paragraph mark on the **Home** tab so you can see how text is separated in your document.



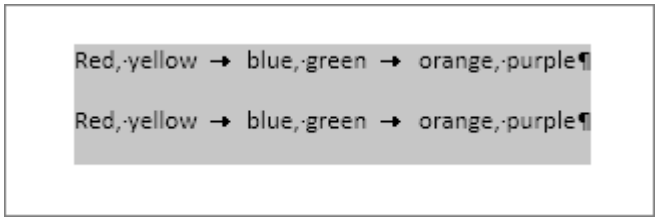
Convert text to a table

1. Insert separator characters—such as commas or tabs—to indicate where to divide the text into table columns.

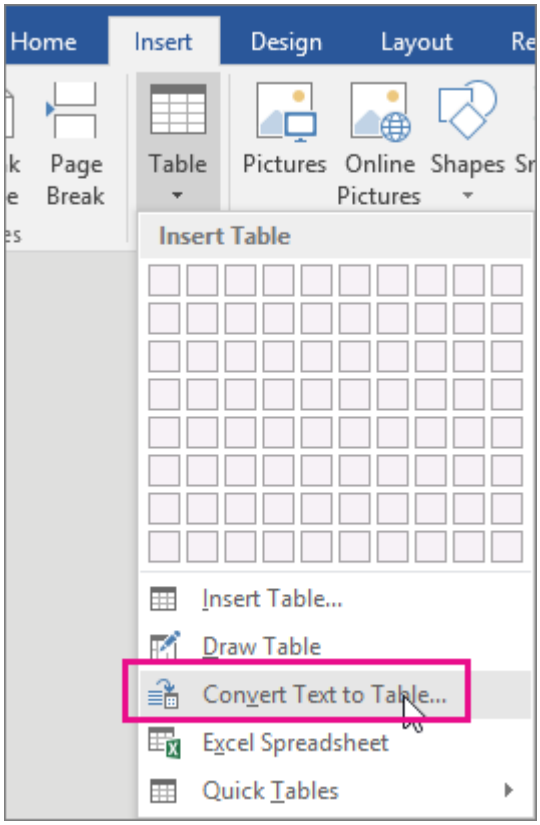
   Note: If you have commas in your text, use tabs for your separator characters.

2. Use paragraph marks to indicate where you want to begin a new table row.

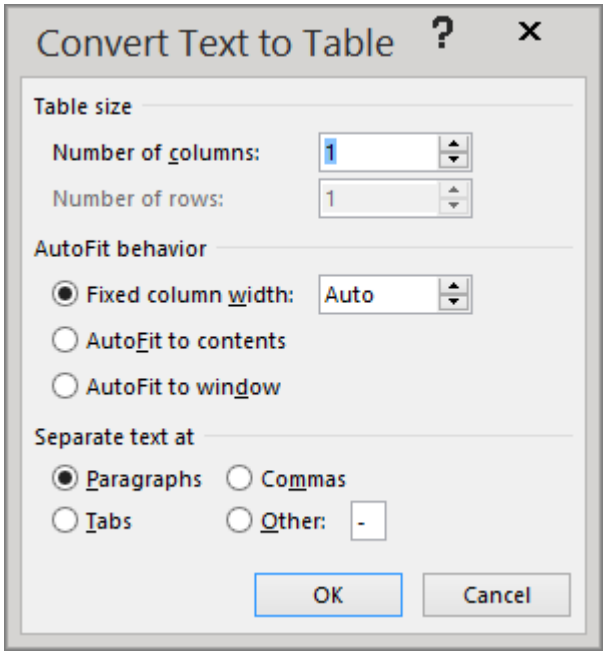
   In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows:



3. Select the text that you want to convert, and then click **Insert** > **Table** > **Convert Text to Table**.



4. In the **Convert Text to Table** box, choose the options you want.



Under **Table size**, make sure the numbers match the numbers of columns and rows you want.

Under **AutoFit behavior**, choose how you want your table to look. Word automatically chooses a width for the table columns. If you want a different column width, choose one of these options:

To do this	Choose this option
Specify a width for all the columns	In the **Fixed column width** box, typ select a value.
Resize the columns to fit the width of the text in each column	**AutoFit to contents**
Resize the table automatically in case the width of the available space changes (for example, web layout or landscape orientation)	**AutoFit to window**

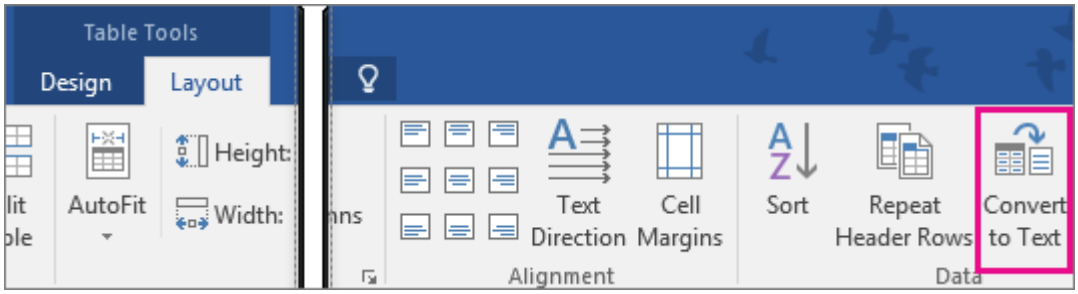
Under **Separate text at**, choose the separator character you used in the text.

5. Click **OK**. The text converted to a table should look something like this:

Red, yellow	blue, green	orange, purple
Red, yellow	blue, green	orange, purple

Convert a table to text

1. Select the rows or table you want to convert to text.
2. Under **Table Tools**, on the **Layout** tab, click **Convert to Text.**



3. In the **Convert to Text** box, under **Separate text with**, click the separator character you want to use in place of the column boundaries. T
4. Click **OK**.

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

Ans. **Here's how to make a table from the Insert Table dialogue box:**

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table**… ...
2. Enter the desired number of rows and columns.
3. Choose AutoFit behavior if you want the **table's** cells to automatically expand to fit the text inside them. ...
4. Click OK to **insert** your **table**.

Q12: Calculate the following things of range (C2:C11) of data in the worksheet created in question no 10.

- 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)
- Minimum marks in a range of cell (C2:C11)

Ans. Formulas

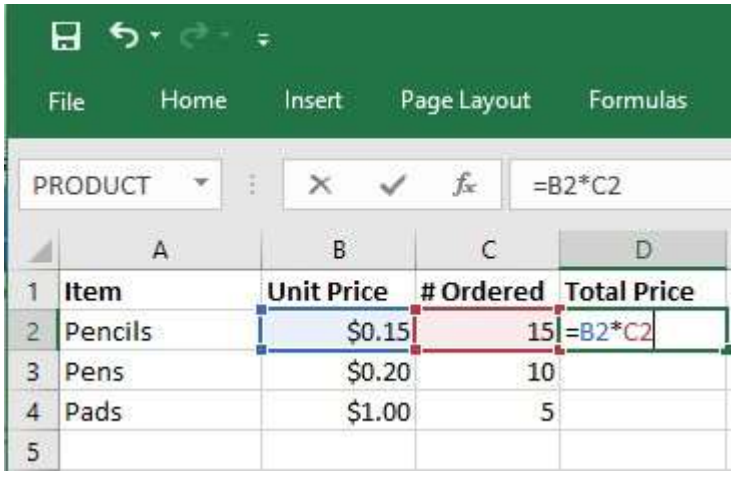
Formulas in Excel are basically mathematical expressions that use cell references (e.g., "A5"," D17") as arguments. For example, a formula that adds the contents of cell E5 and E6 could be written as follows:

= E5+E6

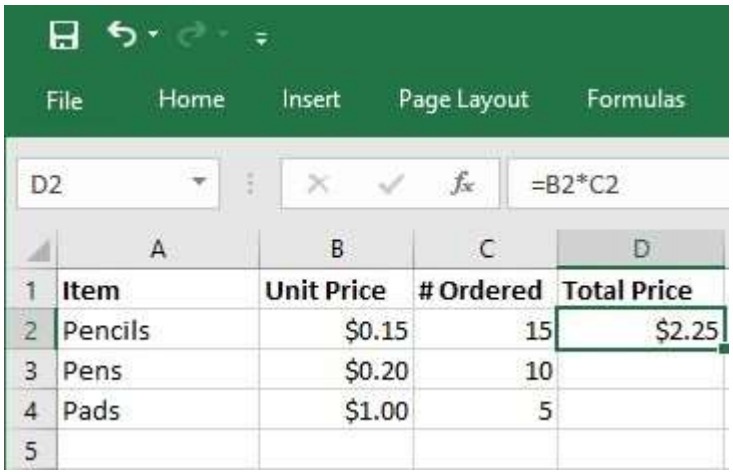
(Note: all formulas in Excel need to be preceded by an "=" sign.) If the values contained in E5 and E6 are 6 and 11, respectively, the formula will produce 17 as the value it displays. If you change E5 to 7, the result will automatically change to 18.

Example

Let's say you were putting together an office supply order, and you wanted to keep track of much you were spending. You could put together a spreadsheet like the one below, with the list of items to be purchased, their unit prices, the number of each item ordered, and the total spent for each. It would make sense to enter the things you know in advance (like the price of individual items and the number ordered), but you could let Excel calculate the totals for you. For the first item listed below (pencils), this could be done by making the value of the total price (cell D2), the value of the unit price (held in cell C2) multiplied by the number of items ordered (held in D2). This formula would be written "=B2*C2".



After hitting "Enter", the cell will display the calculated value, while the formula bar will still display the formula. (Note: Always hit "Enter" when finished entering a formula, manually. If you click off the cell, the cell you click to will be added to your formula.)

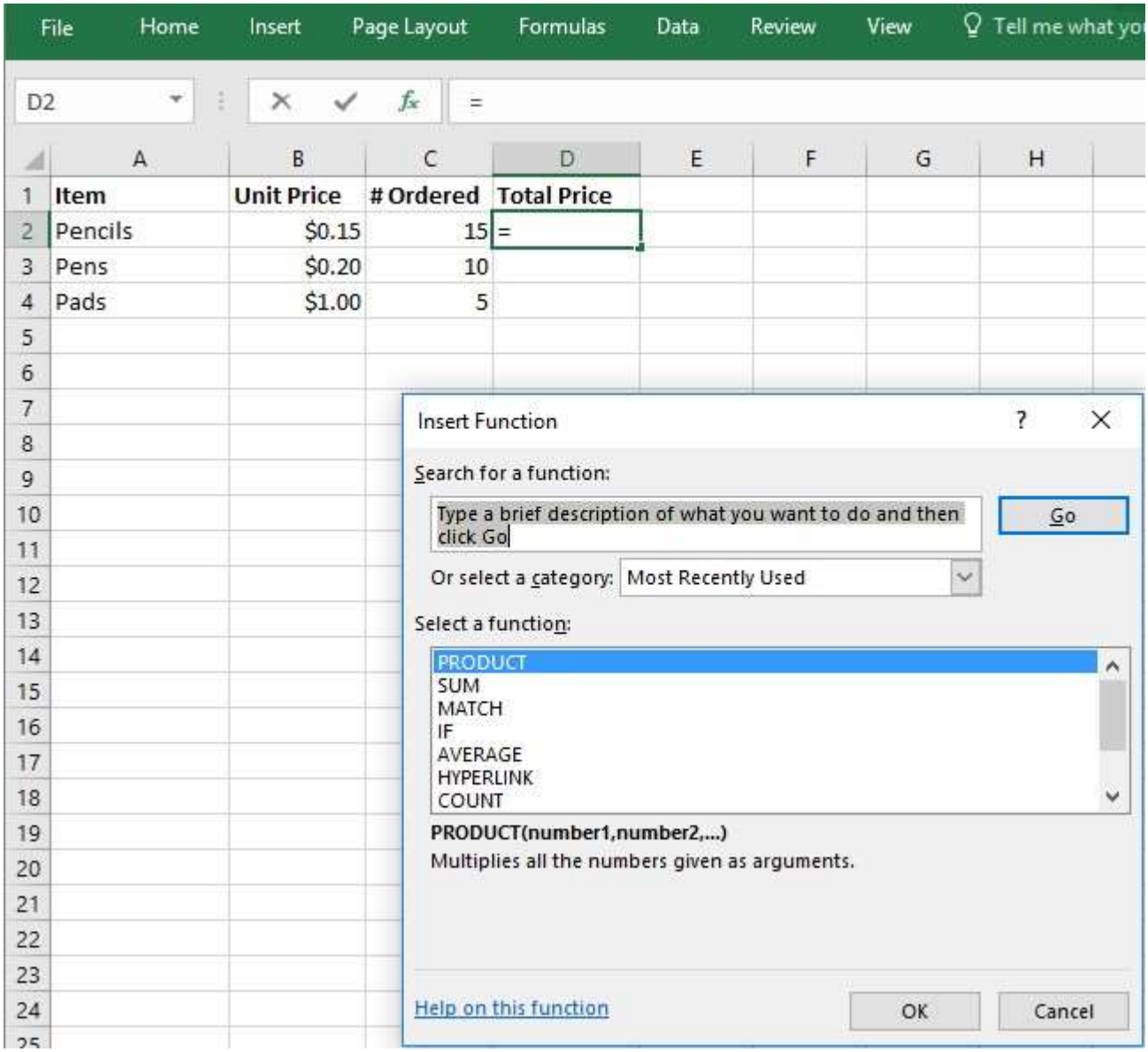


Excel will generally be able to handle any properly-input mathematical formula, if valid operators are used. Commonly used operators include "+" (addition), "-" (subtraction), "*" (multiplication) and "/" (division). (Microsoft has a complete list of valid operators to be used in Excel formulas on the Office website). Here are some examples of formulas using common operators:

Formula	**Description**

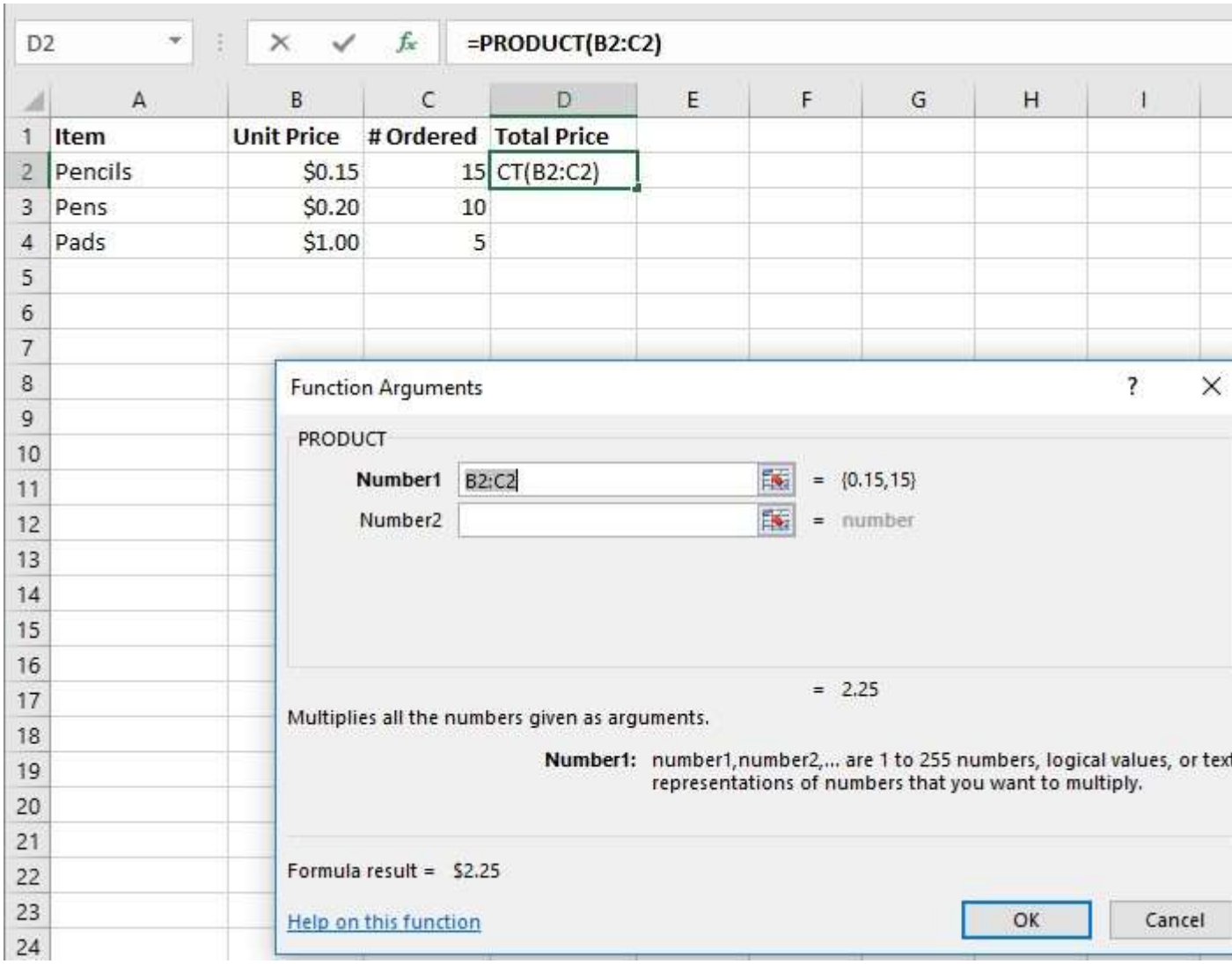
=C2-B2	Subtracts contents of B2 from contents of C2
=C2/B2	Divides contents of C2 by contents of B2
=(B2+C2+D2)/3	Adds contents of B2, C2, and D2 and divides result by 3

Excel also has built-in functions that can do a lot of useful calculations. These are most easily accessed by hitting the Insert Function button, which is represented by the "***fx***" symbol next to the formula bar. For example, instead of entering the formula shown above, the same result could have been achieved using the built-in "PRODUCT" function by clicking in cell D2 and hitting the Insert Formula button. This would give a dialog box like the one shown, below.



After selecting "PRODUCT" and clicking OK, you will get another dialog box, that allows you to select the cells to be multiplied. You can do this for individual cells, by selecting cells separately in the "Number1" and "Number2" boxes shown below, or by selecting an array of cells, by clicking and dragging on the range cells you want to use on the spreadsheet, itself. (Note: if you try to enter a formula in a cell using the Insert Formula button and there are adjacent cells with

numbers, Excel will often select those cells automatically, so make sure the cells selected in the dialog box are the correct ones.)

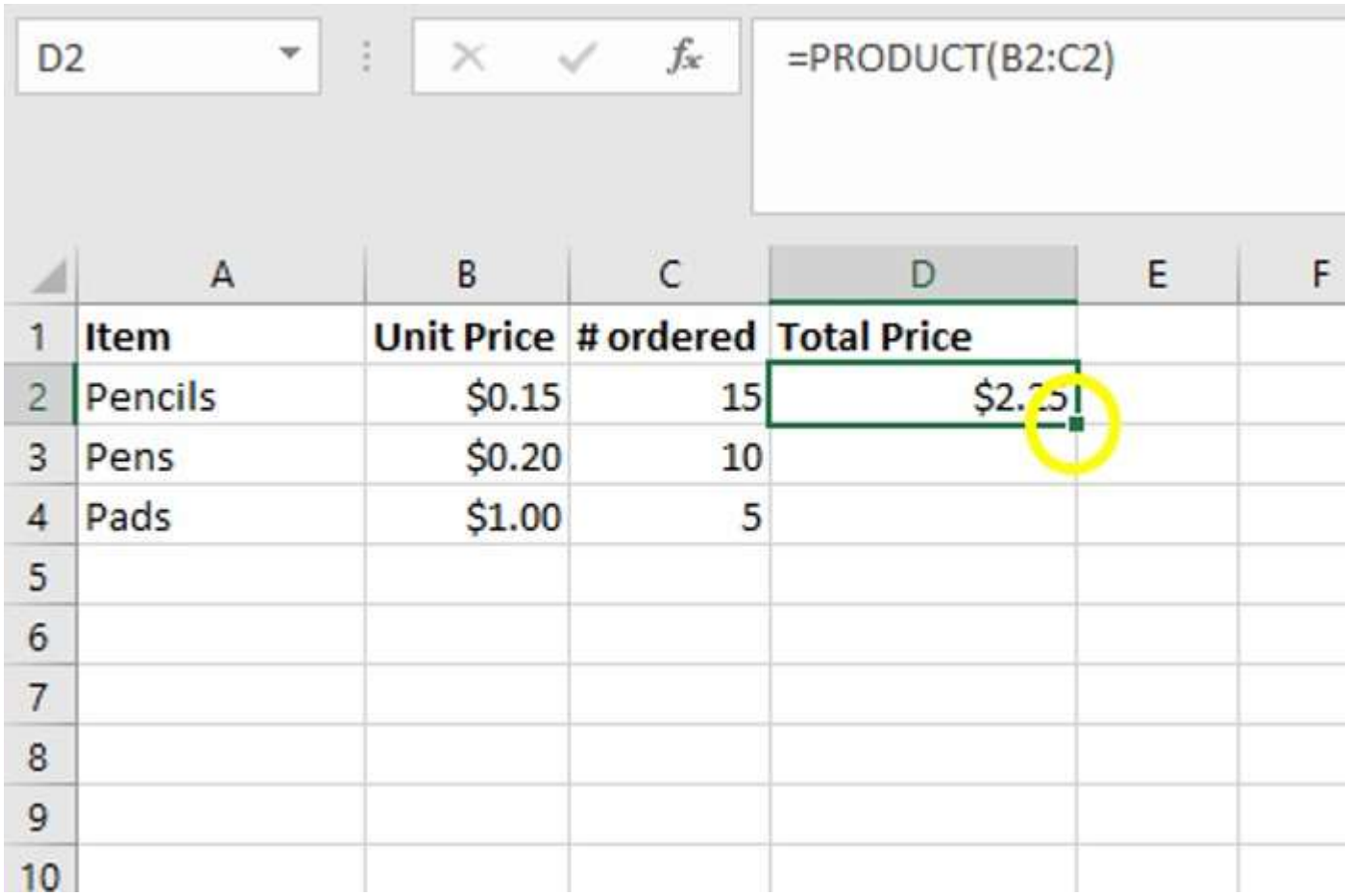


Once you click "OK", your completed formula will be input into the cell.

Copying and pasting formulas

Often, you will need Excel to do a series of similar computations, where the only things that will change are the cells used as arguments. For instance, in the example above, you would probably like Excel to calculate the Total Price for each item in the order. You could re-input the same formula used to get the total price for pencils in each cell in that row, just changing the cells referenced (i.e. "=PRODUCT(B3:C3)", "=PRODUCT(B4:C4)", etc.), but Excel has simpler method for this. If you have multiple cells in the same row or column that need to do the same computation, you can simply copy the value in the cell you entered a formula, and then paste it into the subsequent cells. Excel will then automatically adjust which cells are included in the formula, based upon which cell the formula was pasted to. So, if the original formula entered in D2 was "=PRODUCT(B2:C2)", the formula pasted into D4 would be "=PRODUCT(B4:C4)"

More simply, if you have a formula you want repeated in a number of directly adjoining cells, you can just click and drag the bottom right corner of the cell with the original formula (see image below) onto the cells you want the same formula entered, and Excel will automatically copy and paste the formula for you, with appropriate adjustments made to the cell numbers in the formula.



Q14:(a) What tools are available to customize our Powerpoint presentation?

Ans. **Customize presentation options and views**

- **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.

15:Write steps for creation of set of PowerPoint slides that demonstrates your skill to use the tools of PowerPoint. It should include the following things

- Title slide & bullet list
- Inserting Excel Sheet
- Slide show effets

Ans. **PowerPoint** is a highly innovative and versatile program that can ensure you a successful communication whether you're presenting in front of potential investors, a lecture theatre or simply in front of your colleagues. Below are five features you should be using – if you aren't already. Learn everything about these tips: they will improve your presentation skills and allow you to communicate your message successfully.

1) Adding Smart Art

Don't confuse SmartArt with the similarly named WordArt. Where WordArt just allows you to display text using a wide variety of different formats and effects, SmartArt is a comprehensive and flexible business diagram tool that greatly improves upon the 'Diagram Gallery' feature found in previous versions of Office.

Click the insert SmartChart Graphic to choose from a selection of options.

SmartArt can be used to create professional diagrams that include pictures and text or combinations of the two. An obvious use of SmartArt would be to create an organisation chart but it can be used for many different kinds of diagrams and even to provide some variety to slides using text bullet points.

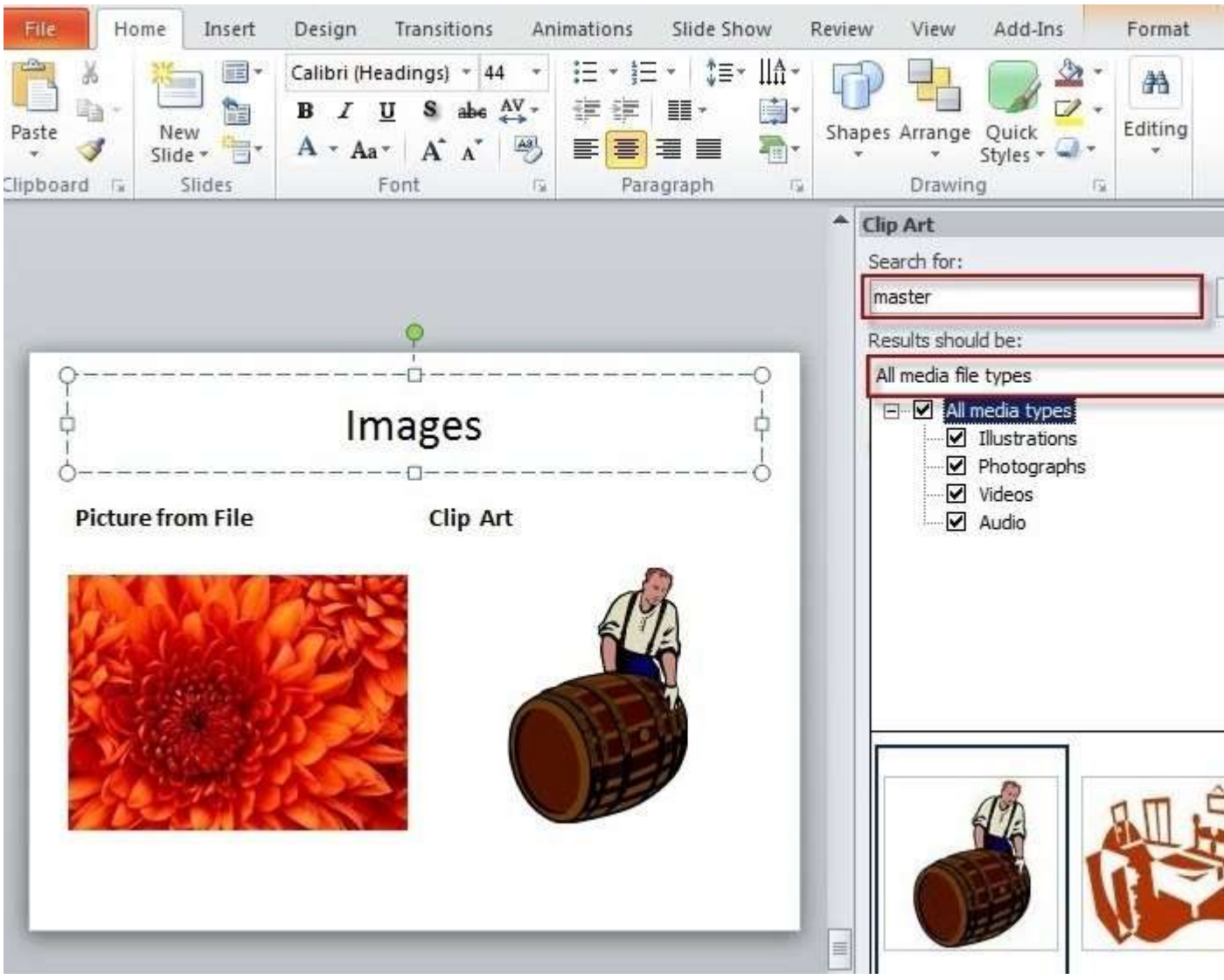
2) Inserting Shapes

If you need to include some sort of diagram in your presentation, then the quickest and easiest way is probably to use SmartArt. However, it is important to be able to include shapes independently of SmartArt and worth being familiar with the various Drawing Tool format options.

Not only will they be useful if you do need to manually draw a diagram (and SmartArt doesn't suit all diagrams), but they can also be applied to objects on a slide that you might not immediately think of as shapes. For example the box that contains your slide title or your content. This can be anything from text to a video, or even the individual shapes in a SmartArt diagram.

As you can see, the gallery of available shapes is very extensive. Once you have selected your chosen shape, you can just click in your slide to insert a default version of the shape or, to set a particular size and position, click and drag with the mouse to create the shape and size you want.

3) Inserting an Image



Here are two content type icons which appear in new content Placeholders for inserting pictures. You can Insert Picture from File or Insert Clip Art. Alternatively, the Illustrations group of the Insert ribbon tab includes the same two tools. In addition, **PowerPoint 2010** has a new ‘Screenshot’ option that allows you to capture

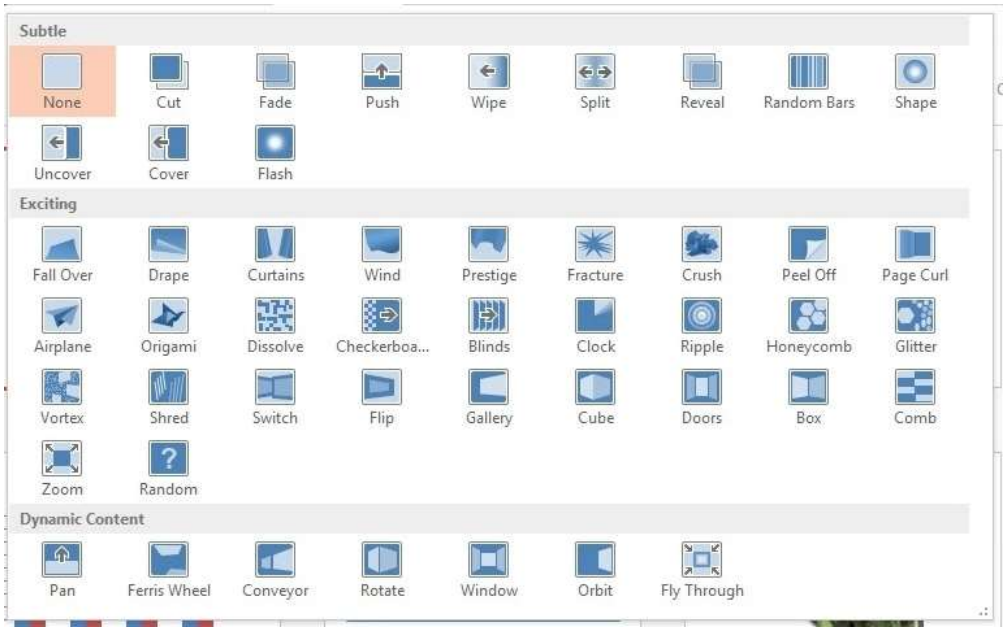
an entire window or part of a window for inclusion on a slide. You can also copy any image and just paste it directly to a slide.

Insert Picture from File allows you to browse to an image file saved somewhere on your system whereas Clip Art is held in an indexed gallery of different media types. Clip Art is not limited to pictures: ‘The Results should be:’ box lets you choose between: ‘All media file types’ and one or more of the following different types:

- Illustrations
- Photographs
- Video
- Audio

Once you have found the image you want to use, click on it to insert it into the current slide. You can now re-size and move the image accordingly with further editting options available when you right click the desired image.

4) Slide Transitions



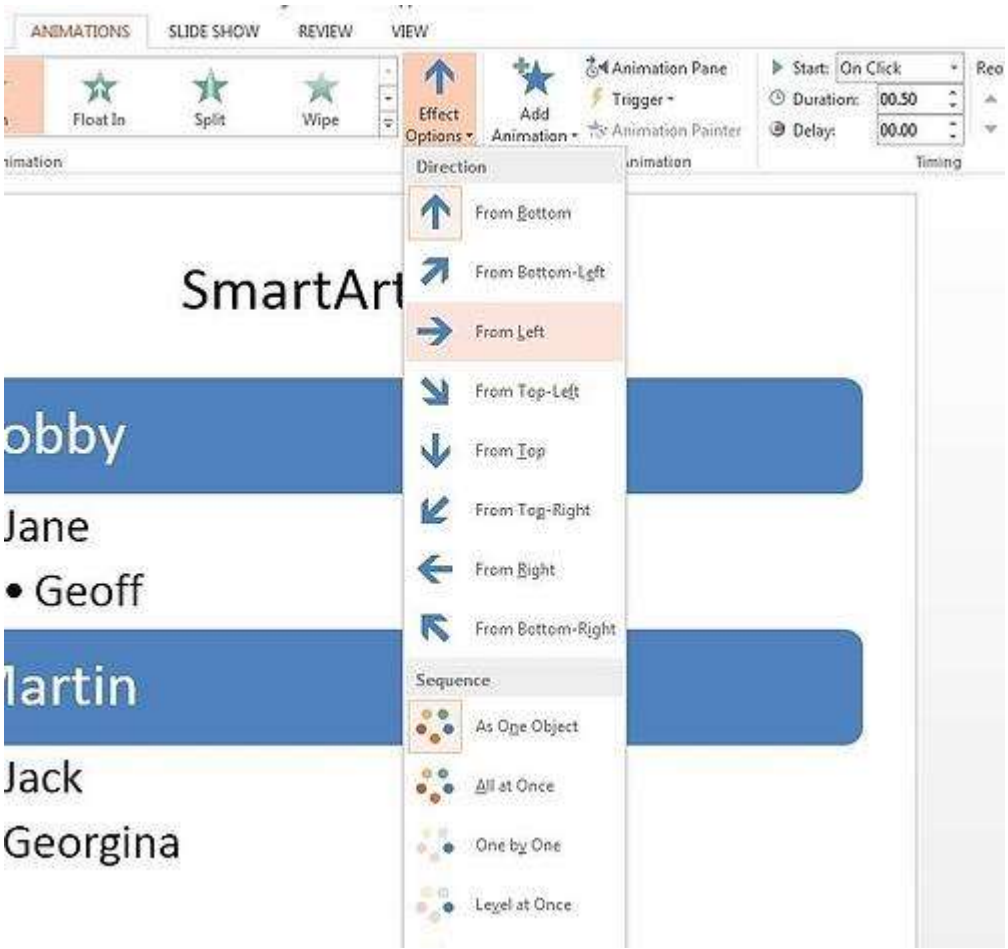
Properly used, slide transitions can be make your presentations clearer and more interesting and, where appropriate, more fun. Badly used, the effect of slide transitions can be closer to irritating or even nauseating. Simple animation effects

are often used to add interest to bullet point text. Much more extreme animation effects are available but, in most cases, should be used sparingly if at all.

Two main kinds of animation are available in a PowerPoint presentation: the transition from one slide to the next and the animation of images/text on a specific slide.

In PowerPoint 2010 & 2013 there is also a separate Transitions ribbon tab that includes a gallery of different transition effects. These can be applied to selected slides or all slides. If you want to apply different transition effects to different groups of slides, then you might want to choose ‘Slide Sorter’ view from the Presentation Views group of the View ribbon.

5) Adding Animations



Whereas the transition effects are limited to a single event per slide, animations can be applied to every object on a slide – including titles and other text boxes. Many objects can even have animation applied to different components, for example each shape in a SmartArt graphic, each paragraph in a text box and each column in a chart. Animations can be applied to three separate ‘events’ for each object:

Entrance – how the object arrives on the slide

Emphasis – an effect to focus attention on an object while it is visible

Exit – how the object disappears from the slide

To apply an animation effect, choose the object or objects to be animated, then choose Animation Styles or Add Animation from the Animations toolbar.

Where an animation is applied to an object with different components (for instance a SmartArt graphic made up of several boxes), the Effect Options tool becomes available to control how each component will be animated. So for example, your animation can be used to introduce elements of an organisation chart to your slide one by one.

***

Filtered is an award-winning online training platform which personalizes learning material for each user. By asking users questions about their role, aspiration and proficiency, the platform’s machine learning algorithm is able to pinpoint skills gaps and filter out material that the user doesn’t need or already knows. This minimises time spent training, maximises the impact of learning and increases productivity.

Over 800,000 users have studied our Microsoft and Business skills courses **and our clients include many blue chip firms. We also have a learning recommendation engine - globalfilter - which connects content to learners**

based on role, career aspirations and organisational priorities, in less than 30 seconds.

CCA-101 :Fundamentals of IT & Progrming

Assignment-2

Q1:What is the difference between Machine Language and high level Language?

Ans. The **difference** is **machine language** executed directly by CPU whereas **machine language** is first converted to binary by the compiler and then executed by CPU. In this era, **high-level language** is widely used by programmers, because **of** their ease **of code** and that's easy to understand.

Q2:Discuss about different data types of c programing Language.

Ans. .56 seconds)

Search Results

Featured snippet from the web

Data Types in C

Data Type	Memory (bytes)	Format Specifier
signed char	1	%**c**
unsigned char	1	%**c**
float	4	%f
double	8	%lf

Q3:Find the output of the following expressions

(a)x=20/5*2+30-5 (b)y=30-(40/10+6)+10 (c)z=40*2/10-2+10

Ans.a) How to solve your question

Your question is

x=205·2+30−5

x=\frac{20}{5} \cdot 2+30-5x=520·2+30−5

Solve

1

Divide the numbers

x=205·2+30−5

x={\color{#c92786}{\frac{20}{5}}} \cdot 2+30-5x=520·2+30−5

x=4·2+30−5

x={\color{#c92786}{4}} \cdot 2+30-5x=4·2+30−5

2

Multiply the numbers

3

Add the numbers

Solution

x=33

(b) solve

= 30-(4+6)+10

=30-10+10

=30

Q4:Describe the syntax of the following statement

(a)If-else statement (b) for loop (c)while loop

Ans.(a)

If-then statements

Featured snippet from the web

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) **The for-loop follows four steps:**

1. Init. The init code runs once to set things up at the very start of the **loop**. ...
2. Test. The boolean test is evaluated. ...
3. **Loop**-body. If the test was true, the body runs once. ...
4. Increment. Finally, the increment code executes just after the body, and then the program **loops** back to the test, (step 2).

(c) The While Loop

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

Syntax

```
while (condition) {
  // code block to be executed
}
```

Example

In the following example, the code in the loop will run, over and over again, as long as a variable (i) is less than 10:

Example

```
while (i < 10) {
  text += "The number is " + i;
```

```
  i++;
}
```

Try it Yourself »

If you forget to increase the variable used in the condition, the loop will never end. This will crash your browser.

The Do/While Loop

The `do/while` loop is a variant of the while loop. This loop will execute the code block once, before checking if the condition is true, then it will repeat the loop as long as the condition is true.

Syntax

```
do {
  // code block to be executed
}
while (condition);
```

Example

The example below uses a `do/while` loop. The loop will always be executed at least once, even if the condition is false, because the code block is executed before the condition is tested:

Example

```
do {
  text += "The number is " + i;
  i++;
}
while (i < 10);
```

Q5: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 Ghaziyabad\n”);
}
}
	#include <stdio .h>
	Int main ()
	{
	Int i=1;
	While(i<=2)
	{
	Printf(“IMS Ghaziyabad\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);
		}

CCA-103: Communication & Soft Skills

Assignment

1. Elaborate the process & elements of communication in detail through suitable examples.

Ans. Communication is a process, and if the process breaks down, communication will fail. In this lesson, you'll learn about the communication process. We'll also discuss how the concept of noise can disrupt this process.

Communication Defined

Lindsey is the supervisor of a team of employees in a research and development department for a small tech company that focuses its research on new apps. Her boss wants Lindsey to work on a new project. But Lindsey can't successfully manage her team in order to complete the project unless she is able to effectively communicate with them. **Communication** is the process of conveying information between two or more people. The **communication process** is the steps we take in order to achieve a successful communication.

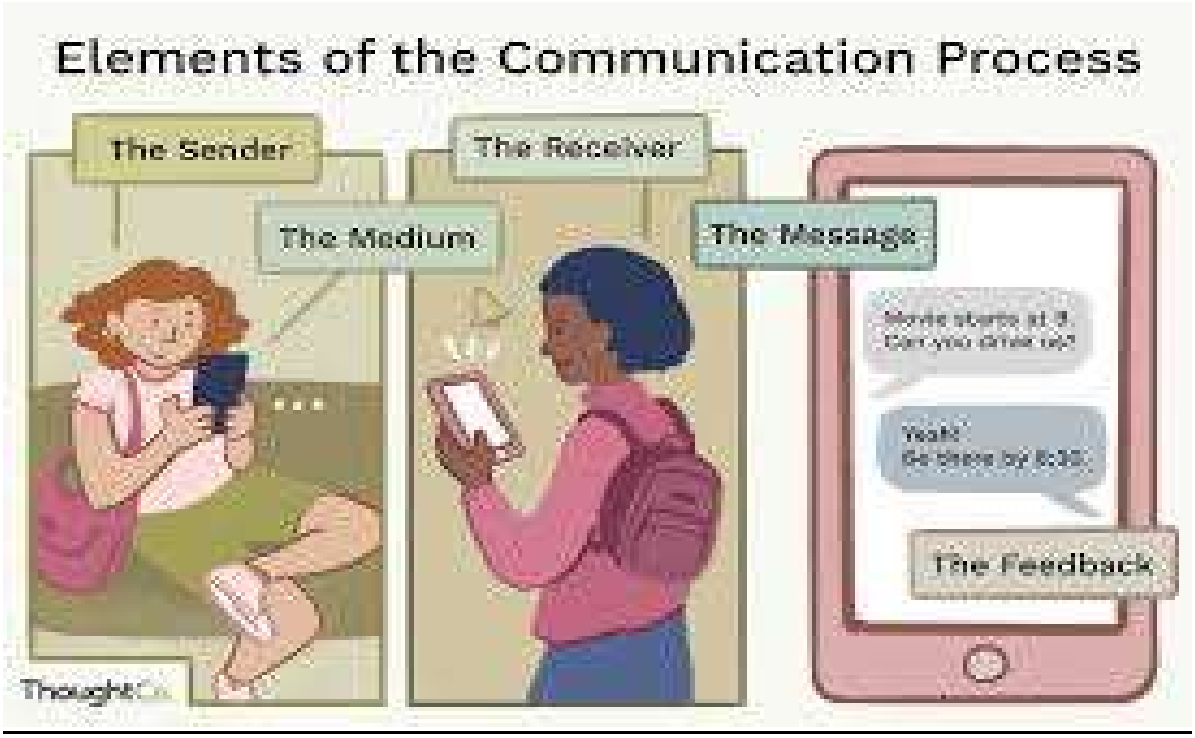
Communication Process

The communication process consists of several components. Let's take a look.

A **sender** is the party that sends a message. Lindsey, of course, will be the sender. She'll also need the **message**, which is the information to be conveyed. Lindsey will also need to **encode** her message, which is transforming her thoughts of the information to be conveyed into a form that can be sent, such as words.

A **channel of communication** must also be selected, which is the manner in which the message is sent. Channels of communication include speaking, writing, video transmission, audio transmission, electronic transmission through emails, text messages and faxes and even nonverbal communication, such as body language. Lindsey also needs to know the target of her communication. This party is called the **receiver**.

The receiver must be able to **decode** the message, which means mentally processing the message into understanding. If you can't



decode, the message fails. For example, sending a message in a foreign language that is not understood by the receiver probably will result in decoding failure.

Sometimes, a receiver will give the sender **feedback**, which is a message sent by the receiver back to the sender. For example, a member of Lindsey's team may provide feedback in the form of a question to clarify some information received in Lindsey's message.