## **CCA-101: Fundamentals of IT & Programming**

## **Assignment -1**

- Q1: What are the four fundamental parts of computer? Explain it with the help of diagram.
- Q2: Discuss about the classification of computers based on size and capacity.
- Q3: What is the meaning of computer generation? How many Computer Generations are defined? What technologies were/are used?
- Q4: Differentiate between Volatile & Non- Volatile memories.
- Q5: Distinguish among system software, application software and open source software on the basis of their features.
- 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.
- Q6 b) Write 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".
- Q7. Create a file in MS-Word for the following document and save it with file name 'ms\_word'. Describe all steps involved in it.

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

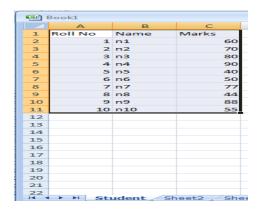
Equations  $X_2 + Y_5 = 30$   $Z^3 + Q^4 = 50$  $A_2 + B^8 = X_2 + Y^8$  Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text\_to\_table'. Describe all steps involved in it.

Select the text you want to convert.
Select the Insert tab.
Click on Table command. A dialog box appears.
Click on Convert Text to Table, a new dialog box appears here set number of columns.
Click on OK Finally Selected text convert in a table

U

Select the text you want to convert.	Select the <b>Insert</b> tab.
Click on Table command. A dialog box appears.	Click on Convert Text to Table, a new dialog box
	appears
here set number of columns.	Click on OK Finally Selected text convert in a table

- Q10. Create a file in MS-Word to insert a table in the document. Describe all steps involved in it.
- Q11. Create a following worksheet in MS-excel and save it with name 'book1'.



Q12. Calculate the following things of a 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)
- highest marks in a range of cells (C2:C11)
- minimum marks in a range of cells (C2:C11)

Q13 a) Describe various steps involved in the following

- > To modify column width of a worksheet
- > To modify the row height of a worksheet
- To delete rows and columns of a worksheet

Q13 b) Describe following terms in the worksheet

- Absolute reference and relative reference in formula
- Cell address

Q14. a) What tools are available to customize our PowerPoint presentation?

Q14 b) Write the steps for the following action for creation of power point presentation

- Open a Blank presentation
- Save the presentation as Lab1.pptx

- ➤ Add a Title to the first slide: the name of your college
- > Type your first name and last name in the Subtitle section
- Add a New Slide which has a Title and Content

Q15. Write steps for creation of a set of PowerPoint slides that demonstrates your skill to use the tools of PowerPoint. It should include the following things

- ➤ Title slide &bullet list
- ➤ Inserting Excel Sheet
- Clip art and Text
- Slide show effects

## Part -2

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

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

Q18. 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

Q19. Describe the syntax of the following statements

a) If – else statement b) for loop

c) while loop

d) do-while loop

Q20. Find the output of the following program segments

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