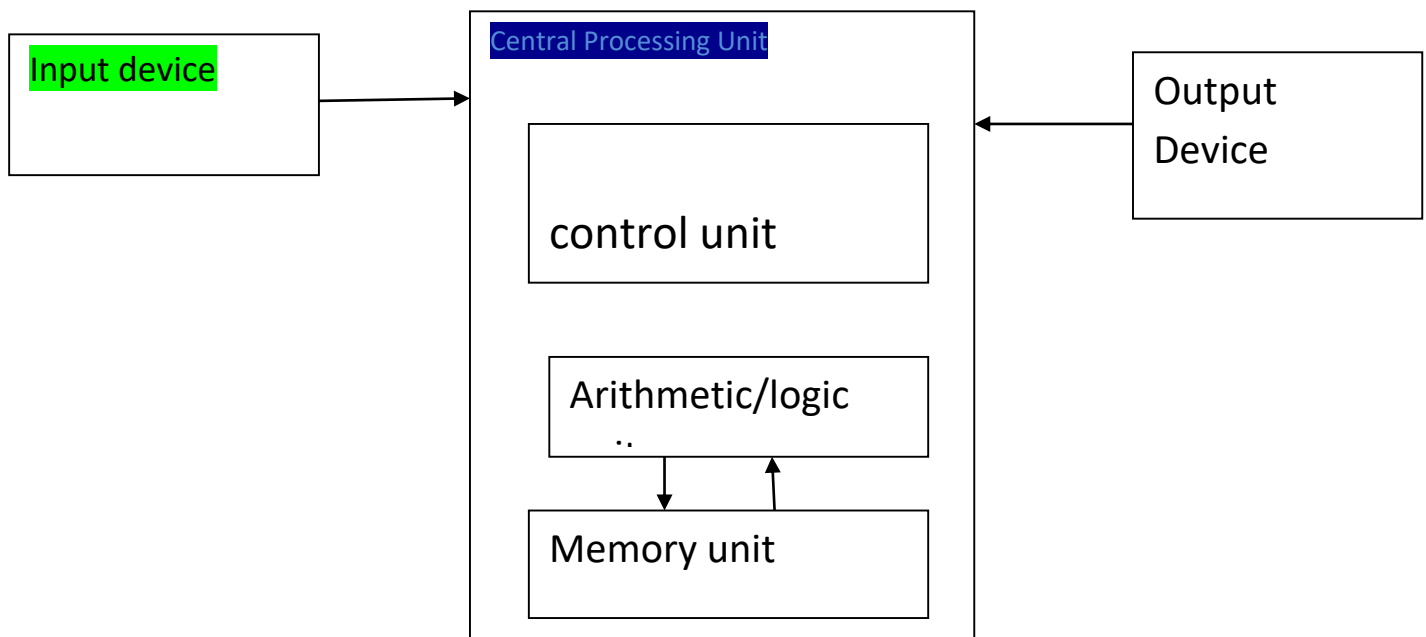


Q1.What are the four fundamental parts of computer?Explain with the help of a diagram?

Ans:-The four fundamental parts of computer

- ❖ Input
- ❖ output
- ❖ Processor(CPU)
- ❖ Memory Unit



1. Input Devices:An input device is any hardware device that sends data to a computer,allowing you to interact it and control it.
2. Output Devices:An output device allows data to be transmitted in a human friendly form.

3. Processor: It is the portion of a computer that retrieves and executes instructions
4. Memory Unit: It is a component of a computer system. It is used to store data, instructions and information.

Q2. Discuss about the classification of computers based on size and capacity.

Ans:- The classification of computers based on size and computer are as follows:-

1. Super Computer:

- a) It has thousands of processors.
- b) Because of their extraordinary speed, accuracy and processing power, super computer are well suited for solving high complex problems and huge amount of calculations.
- c) Example: JAGUAR, ROADRUNNER, etc.

2) Mainframe Computer:

- a) They are very large often filling an entire room and can process thousands of millions instructions per second.
- b) In a mainframe environment, users connect to the mainframe through the many terminals wired to the mainframe.
- c) Mainframe are capable of supporting hundreds to thousands of users simultaneously
- d) Some of the functions performed by a mainframe include: Flight scheduling, Reservation and ticketing for an airline etc.
- e) Example : IBM mainframe Z13, IBM system z9 mainframe.

3) Mini computers :-

- a) Mini computers are smaller than mainframe
- b) These computers are less expensive.

c) Sometimes referred to as Midrange Server or Midrange Computer.
d) They are typically larger, more powerful and more expensive than desktop computer.

e) Midrange computers are usually used by small and medium size business as their servers.

f) Users connect to the server through a network by using desktop computers.

4) Micro Computers :

a) Micro computers are the most frequently used type of computer.

b) It is known as Personal computer.

c) A Micro Computer is a small computer designed to use by one person at a time.

d) Desktop computers and laptops

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 of a computer which were being used

There are four computer generation such as 1st generation, 2nd generation, 3rd generation and 4th generation.

In the first computer system, Vacuum tubes are used.

Transistors are used in the second generation.

Integrated circuit technology were used in the third generation.

In the fourth generation microprocessors are used

Q4: Differentiate between volatile and non- volatile memories.

Ans:

Volatile memory	non- volatile memory
1. It is a computer storage that only maintains its data while the device is powered. 2. E.g. RAM. 3. Primary memory has limited storage capacity and is volatile.	1. It is a type of computers memory that has the capability to hold saved data even if the power is turned off. 2. E.g. ROM, hard disk, floppy disk, etc. 3. Secondary memory provides permanent storage of data and in bulk quantity

Q5: Distinguish among system software, application software and open software on the basis of their features.

Ans: System software: It is a type of software that is designed to run a computer's hardware and application programs. Software like operating systems, compilers, editors and drivers etc. come under this category. A computer cannot function without the presence of system software.

Application software: It is a software created for specific purpose used by end users. It can be called an application or simply an app.

Examples: word processors, accounting app etc.

Open source software: It is a type of computer software in which source code is released under a license in which the copyright holder grants users rights to study, change and distribute the software to anyone and for any purpose.

E.g. the Linux operating system.

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: “Yourself”

My name is Yumnam Johnson Mangang . I am 20 years old. I love to dance and sing. I am a student of science at IMPHAL COLLEGE, IMPHAL, MANIPUR. Currently I am learning computer CCA course at RGI TRAINING INSTITUTION.

The steps involved are:

- We click the Microsoft office button.
- We select new. The new document dialog box appears.
- We select blank document under the blank and recent section. I will be highlighted by default.
- We click create. A new blank documents appear in the word window.
- To save the document, we click again the Microsoft office button.
- We select save as word document. The save as dialog box appears.
- We select the location where we want to save the document using the drop down menu.
- We enter the file “yourself” for the document.
- We click the save button.

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”.

b) Ans: Steps to change the font style:

1. We select the text we want to modify.
2. Left click the drop-down arrow next to the font style box on the home tab. The font style dropdown menu appears.
3. We move cursor over the various font styles. A live preview of the font will appear in the document.
4. Left click the font style we want to use. The font style will change in the document.

Steps to change the font size

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1. WE select the text we want to modify.
2. Left click the drop-down arrow next to the font size box on the home tab. The font size drop-down menu appears.
3. We move cursor over the various font sizes. A live preview of the font size will appear on the document.
4. Left click the font size we want to use. The font size will change in the document.

Steps to change the font color

1. We select the text we want to modify.

2. Left click the drop-down arrows next to the font color box on the home tab. The font color menu appears.
3. We move cursors on various font colors. A live preview of the color will appear in the document.
4. 4. Left click the font color we want to use. The font color will change in the document.

Steps to highlight the line

1. We select the line that reads “needs to get IMS’s address”
2. We click the highlight command and select yellow color in the font group on the home tab.

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,
- printing any type of document

Ans: MSWord

MS word is a 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

The steps involved are:

1. We click the Microsoft office button.
2. We select new. The new document dialog box appears.

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3. We select blank document under the blank and recent section. It will be highlighted by default.
4. We click create. A new blank document appears in the word window.
5. We create the given documents from the question.
6. We select the text “MS word” to change the font size by clicking on the font size box on the home tab.
7. We select the text “MS word” to change the font color into red by clicking on the font color menu.
8. We select the text word processor and underline it by clicking the underline command in the font group the home tab.
9. We select the text “MS word” to change the font style into italic by clicking italic command.
10. We select the text we want to format as a list and click on the bullets command on the home tab.
11. We change the font color of the text “creating” and “saving” into blue and red resp. by

clicking on the font color command, again we select the text “and” and click on strikethrough command.

12. We select the text “printing any type of document” and change the font style into bold by clicking on the font style command.

13. We save the file name as “ms-word” by clicking the Microsoft office button and select save as

14. We select the location where we want to save the document using drop-down menu

15. We click the save button.

Q8: Create a file in MS- word for the following document and save it with file name ‘equation’.

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: Equations

$$X^2 + y^5 = 30$$

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

$$A^2 + b^8 = x^2 + y^8$$

The steps are:

1. We create the given documents in MS-word

2. We select the text where we want to format and click on the subscript and superscript command on the home tab

3. We save the file name as “equation” by clicking the Microsoft office

button and select save as

4. We select the location where we want to save the document using the drop down menu

5. We click the save button.

Q9.Create a file in MS-word for the following document and save 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:- Equations

$$X_2 + Y_5 = 30$$

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

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

The steps are:

1.We create the given documents in MS- word.

2.We select the text where we want to format and click on the subscript and supersubscript command on the home tab.

3.We save the file name as “equation” by clicking The Microsoft office button and select save as.

4.We select the location where we want to save the document using the drop menu

5.We click the save button.

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

Ans:-

The steps are:-

1.We place our insertion point in the document where we want our table to appear.

2. We select the insert tab

3. We click the table command.

4. We drag our mouse over the diagram squares to select the number of rows and columns in the table.

5. Left click our mouse and the table appears in the document.

6. We enter the text into the table.

Q11. Create a following worksheet in MS- excel and save it with name 'book1'.

Ans:-	Roll No.	Name	Marks
	1	n1	60
	2	n2	70
	3	n3	80
	4	n4	90
	5	n5	40
	6	n6	50
	7	n7	77
	8	n8	44
	9	n9	88
	10	n10	55
		Sum	654
		Average	65.4
		Maximum	90
		Minimum	40

Q12. Calculate the following things of a range(c2:c110) 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)

Roll No.	Name	Marks
1		
2		
3		
4		
5		
6		
7		
8		
9		

Q13.a)Describe various steps involved in the following

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

Ans:- To modify column width of a worksheet:

1)Select a column or a range of columns.

- 2) Select a home tab and in the Cells group, select Format.
- 3) Click on Column width and type the width of a column.
- 4) Select OK.

Ans:- To modify column width of a worksheet:

1. Select a column or a range of columns.
2. Select a Home tab and in the cells group, select format.
3. Click on Column width and type the width for column.
4. Select OK.

To modify the row height of a worksheet

1. Select a row or a range of rows.
2. Select a Home Tab and in the cells group, select Format.
3. Click on Row height and type the height for row.
4. Select OK.

To delete rows and columns of a worksheet.

1. Select the cell you want to delete within the column or row.
2. Select Home Tab and in cells group click on delete sheet column or row.

OR

3. Select the desired row or column.

Q13.b) Describe the following terms in the worksheet

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

Ans:- Absolute Reference:

An Absolute reference in Excel means there is a fixed point of a reference applied to a cell or a formula. This is so the return value will always stay the same no matter where the cell or formula moves to – within the same sheet or across the different sheet.

This refers to a fixed point of reference is a constant, and involves the use of dollar sign \$ in the formula (i.e. everyone is to receive the same bonus payout, so the amount \$1500 is constant in this situation)

Relative Reference:

It is the default cell reference in Excel. It is simply the combination of column name or row number without any dollar sign. When you copy the formula from one cell to another the relative cell address changes depending on the relative position of column or row. C1, D2, E4 etc are examples of relative cell references.

Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.

This refers to a relative point of reference is constantly changing and dollar sign is absent in the formula (i.e., when each unit price and quantity are difference variables, there's no constant in the calculation)

Cell Address:

A cell Address is a combination of column letter and a row number that identifies a cell on a worksheet.

For example, A1 refers to the cell at the intersection of column A and row 1; refers to the second cell in column B, and so on.

When used in formula , cell references help Excel finds the values the formula should calculate . For instance

To pull the value of A1 to another cell ,you use this simple formula:=A1

To add up the value in cells A1 and A2,you use this one:=A1+A2

Q14.What tools are available to customize our Powerpoint presentation?

Ans:-Tools available to customize our powerpoint presentation are:

a)Perspector

b)Pivot viewer

c)Autodesk 3DS Max

d)VisualBee PowerPoint Add-in

e)Smart Art

f)Animations and Transition

g)Wordle

h)CA coo

i)Oomfo

j)Clip champ

b)Write the steps for the following action for the creation of PowerPoint 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 aTitle and Content.

Ans:-

To open the blankpresentation:

- 1) Open PowerPoint presentation using Run command (window key+R)
- 2) Select the 'Blank Presentation'.It is opened.

Save the presentation on Lab1.pptx

- 1)Select the 'File' on Tab Bar.
- 2)Click on'Save As' option.
- 3)Click ondocument/desktop as your choice.
- 4)Type the name'Lab 1.pptx.
- 5)Click the'Save' button.

Add a Title to the first slide :the name of your college.

- 1)Left click on the ' click to Add Title ' section on the first slide.
- 2)Type the name of your college.

Type your first name and last name in the subtitle section:

- 1)Left click on the 'click to Add Subtitle ' section.
- 2)Type your first name and last name.

Add a New Slide which has a Title and content.

- 1)Select the Home tab.
- 2) Click on the dropdown button of the 'New Slide'on toolbar.
- 3)Select the slide having 'Title and Content'. It is added.

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

- Titles slide and bullet list
- Inserting Excel Sheet
- Clip art and Text
- Slide show effects

- Ans:-Title Slide and bullet list:
- Open PowerPoint Presentation
- Select the Home Tab.
- Click at the dropdown button on 'New Slide' at toolbar.
- Select the slide having Title slide and Bullet list.

- Inserting Excel sheet:

- 1.Open the slide where you want to insert the Excel Sheet.
- 2.Select the 'Insert tab'.And click on 'Object' on tool bar.
- 3.Select the 'Microsoft Excel Worksheet' object type.
- 4.Click the 'Ok' button.

- Clip Art and Text:

- 1.Select the Insert Tab.
- 2.Select the 'Pictures'or 'Online Pictures' on tool bar.
- 3.Choose the appropriate art for the topic.
- 4.Click on the 'Insert' button.

- Slide show effects:

- 1.Select 'Design Tab' fot Themes,Variants and Slide size.
- 2.Select 'Transition Tab' for Cut,Fade,Push,Wipe,Split,Reveal,Shape,Flash,etc for slide effects.

Q16.What is the difference Machine langusge and Highlevel language?

Ans:-

1.This language makes fast and efficient use of the computer.	1.They are programmer friendly.
2.It requires no translator to translate the code.It is directly understood by the computer.	2.It takes additional translation time to translate the source code to machine code.

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

Ans:- The different data types in C programming language are:

Char:The most data types in C.It store a single character and requires a single bite of memory in almost all compilers.

Int:As the name suggests , as int variable is used to store an integer.

Float:It is used to store decimal numbers.

Double:It is used to store decimal numbers(number with floating point value but its range of values is high comparison to float)

Q18.Find the output of the following expressions

a) $X=20/5*2+30-5$ b) $Y=30-(40/10+6)+10$ c) $Z=40*2/10-2+10$

Ans:- a) $X=33$

b) $Y=30$

C) $Z=16$

Q19.Describe the syntax of the following statements.

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

Ans:-if - else statement:

If statements can be followed by an optional else block of statements,which executes when the Boolean expression is false.

Syntax

If (expression)

{

true block of statements;

```
}  
else  
{  
else block of statements;  
}
```

b)For loop is similar to while loop.Basic syntax of loop is as follows:

```
For (expression 1; expression 2; expression 3)  
{  
Block statement  
}
```

In the above syntax

Expression 1-initializes variables.

Expression 2- conditional expression as long as this condition is true,loop will keep executing.

Expression 3-It is the modifier which will increase or decrease the value of the variable.

c)while loop

Basic syntax of while loop is as follows

```
While (condition)  
    Single statements
```

Or While (condition)

```
{
```

Block of statements

}

d) Do while loop.

Do- while loop is just like a while loop except that the test condition is checked at the end of the loop rather than the start. This has the effect that the body of the loop are always executed at the once.

Basic syntax of do-while loop is as follows

Do

{

Single statement

Or

Block of statements

}while (condition);

Q20. Find the output of the following program segments.

a)	b)	c)
<pre>#include<stdio.h> Int main() { Int i; For(i=1;i<2;i++) } Printf("IMS Ghaziabad/n") } }</pre>	<pre>#include<stdio.h> Int main() { Int i=1; While(1<=2) { Printf("IMS Ghaziabad/n"); } }</pre>	<pre>#include<stdio.h> Void main() { Int a=10, b=100; If (a>b) Printf("Largest number is %d/n",a); Printf("Largest number is % d/n",b); }</pre>

Ans:-a) IMS Ghaziabad

b)IMS Ghaziabad

c)b=100