

CCA-101: FUNDAMENTALS OF IT & PROGRAMMING

ASSIGNMENT - 1

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Assignment : Assignment ①
Date :

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1. What are the four fundamental part of Computer

& CPU (Central Processing Unit)

- * Monitor
- * Keyboard
- * Mouse

2. Classification of Computer based on size and capacity
A computer is a device that transforms unusable data into information.

I. Computer according to size

- * Super computer
- * mainframe computer
- * Personal computer
- * Workstation
- * Mini computer

II. Computers according to their capacity to manage data:

- * Digital computer
- * Hybrid computer
- * Analog computer

→ Super computers

These computers are used for research and exploratory purposes.

Super computers features

- * They make use of AI (Artificial Intelligence)

- * They are employed by companies that manufacture goods.

⇒ Main Frame computers

To maintain information on their customers, student, and insurance policyholders, banks, colleges, companies utilize them.

Features :

- * They have enormous amount of memory.

- * Capable of running several different operating system

- * A significant number of CPUs with powerful processing speeds.

⇒ mini computers :

They are used by small business and industries. They go by the term "midrange computers".

Features :

- * It is smaller than mainframes or supercomputers in terms of size.

- * It is able to perform many jobs at once.

4. Micro computers.

A micro computer, sometimes referred to as a personal computer (PC),

Features :

They are smaller and comparably less expensive
Extensively employed for personal usage
multi-user functionality is not supported.
Limited computational capacity.

Based on capacity

According to fundamental operating principles, they are these different kinds of computers.

(i) Analogous computers

These have an infinity range of values and are continuous quantities (Temperature, Pressure, weight)

(ii) Digital computers

In digital computers, letters, numbers, and other special symbols are represented by digits on-off inputs are used by digital computers.

An ON is often represented by a 1 and an OFF by 0, respectively. A digital computer is capable of processing both numerical and non-numerical data.

(ii) Hybrid computers:

computers that combine digital and analog components are called hybrid computers.

③ What is the meaning of computer generation

Generation in computer terminology is a change in technology a computer is using.

Five generations of computers

(i) First generation (1940 - 1956)

The first generation of computers used vacuum tubes as a major piece of technology.

EX: ENIAC - Electronic Numerical Integrator and computer.

(ii) Second generation (1956 - 1963)

The second generation of computers used transistor instead of vacuum tubes

(iii) Third generation (1964 - 1971)

The third generation of computers introduced used IC (Integrated circuit) in computers.

(iv) Fourth generation (1971 - 2010)

Fourth generation of computers took advantage of the invention of the microprocessor, commonly known as a CPU (Central Processing Unit)

(v) Fifth generation (2010 to Present)

The fifth generation of computers is beginning to use AI (Artificial Intelligence) an exciting technology with many potential applications around the world.

Sixth generation (Future generation)

As of 2024, most still consider us to be the fifth generation as AI continues to develop.

④. Differentiate between Volatile - Non Volatile

* Volatile memory is temporary and loses its data once the power is turned off.

* Non-volatile memory is permanent and retains its data even after power loss.

⑤ Distinguish among System Software, application and Open Source Software on the basis Features :-

System Software is a type of computer program that is designed to run a computer's hardware and application programs.

Features of System Software.

- (i) High Speed
- (ii) Hard to manipulate
- (iii) written in a low-level computer language
- (iv) close to the system

(v) Versatile

(ii) Application Software

When a user interacts with a piece of software directly, it is known as application software.

Features

One of the important characteristics of software application is that there should be a regular procedure for fixing bugs.

The application software should help in managing and modifying data bases.

Open Source Software:

Moreover, the users have the right to view, modify, and enhance this code. Furthermore, no license is required for the software.

Features:

It is more secure

Long term use

Transparency

Affordable

Help in developing skills

4
Q. a. Create a file in MS-Word to insert a paragraph about yourself and save it with file name describe all steps involved in it: -
create:

- (i) click the microsoft office button
- (ii) search microsoft word
- (iii) select new document
- (iv) create document by insert the text
- (v) finally save document.

Save:

- * Microsoft office button
- * save as word document
- * desktop location
- * file name
- * save

Q. b. write steps regarding followings

Font style

select text

click on font style box

left click you want use the style

OK

Then font style change.

Font Size

- Select the text
- Increase/decrease Font Size commands in home tab
- The font size change in document.

Font color

- > select text
- > click on font color box in home tab
- > Left click you want use color
- > Then changed the color in document

Highlight

- select text
- click on the text highlight color in home tab
- choose the color
- Then change the document.

⑦ Create a file in ms-word for the following document and save it with file name "ms word" describe creating :-

- search microsoft word
- go to page layout
- Set up the orientation & size and back round and border.
- Type the text
- Then creating the document

MS word

MS word is application software, which is capable of:

creating

Select the text

Then Right click

Select the Font Size, Styles and color

Go to insert

Choose the picture option

then Fill the Font

Saving

Go to Office Button

Right click

Save AS

choose the location desktop

Select the folder name

File name is microsoft word

save the document

Printing

Select the any document

Right click

Choose print option

Select print,

print preview

choose the paper size, orientation, printer

Then OK the print option

⑧ Create a file in MS-word for the following document and save it name "Equations" describe! -

Equations :-

$$x_2 + y_5 = 30$$

type the letter x

Right click

Font

subscript

type the number 2

type the letter + , y

subscript 5

type the number =30

⑩ create a file ms-word insert a table document
Describe:

Start the micro soft word

click insert

choose table option

two type of table

(i) insert table

(ii) Draw table

Insert table select the row & column

Draw the table draw the row & column.

then create the table document for ms word.

⑪. create a following worksheet in ms-excel:

Book				
S.No	A	B	C	
	Roll No	Name	Marks	

Go to office button

Save AS - excel document

location desktop

File name

save

⑫ Calculate the following things of range (C2:C11) of data in the worksheet created in question no 10

> The sum of the marks using Auto Sum in a range of cells (C2:C11)

Worksheet. creating

Search the ms excel
insert the table
then enter the data

The sum of the marks using Auto Sum

Select the range of cell (C2:C11)

Go to Home tab

Select the cell type

go to the sum option

Get the answer.

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

Select the range of cell (C2:C11)

Go to Home tab

Select the cell type

Go to the Σ Average option

Then get the answer.

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

Select the range of cell (C2:C11)

Go to home tab

Select the cell type

Go to the maximum option

Get the answer.

minimum marks in a range of cells (C2:C11)

Select the range of cell (C2:C11)

Go to home tab

Select the cell type

Go to the minimum option

Get the answer.

(B) a) Describe various steps involved in the following

> To modify column width of a work sheet.

Search the microsoft excel

Create a table

Right click → Font → Bold Set

convert the row & column

Select the column

Right click Choose Insert

Choose the modify Place

Then ok

To modify the row height of a work sheet

Search the ~~ms~~ ms excel

Create the table

Right click $\rightarrow$ Font Borders Set

Convert the row & column

Select the row

Right click choose Insert

height row of the work sheet

Then ok.

To modify rows and column of a worksheet

Search the micro soft excel

creat the table

convert the row & column

Select the row & column

Right click

Delete option

Entire row & column

Then ok

13) (b)

Cell Address

Cell address is a scalar quantity that is used in a work sheet to identify a single cell.
Ex C1, D1, E1.

14) a. What tools are available to customize our Power Point presentation

Go to the Home

Insert

Design

Transitions

Animation

Slide Show

Review

View

File, Tools tabs

14) b. write the steps for the following action for creation of power point presentation

Search ms office power point

Go to the Layout comment the home tab

Choose the Blank option

get the Blank presentation

> Save the presentation as Lab1. pptx

click the office Button

click Save option

location Desktop

Folder name

File Name Lab1. pptx

Save

> Add a title to the first slide: Name of your college.

open the power point presentation

click the New Slide command home tab

click the Layout

choose the title slide

Type the name of my college.

> Type your first name and last name in the Subtitle section

Then title slide name of college

click the subtitle section

Then type the your data or text

> Add a New Slide which has a title and content

click the New Slide command the name tab

click the layout

choose the title and content

9
> Then add the new slide

15- write steps for creation of a set of power point slides that demonstrate your skills.

Inserting Excel Sheet

search the mxx excel

Enter the data

Go to insert command the home tab

click the insert on the inserting sheet

Slide show effect

open the power point

choose the layout

type the data

Go to the design option

choose the design

next Animation effect

Slide show effect.