

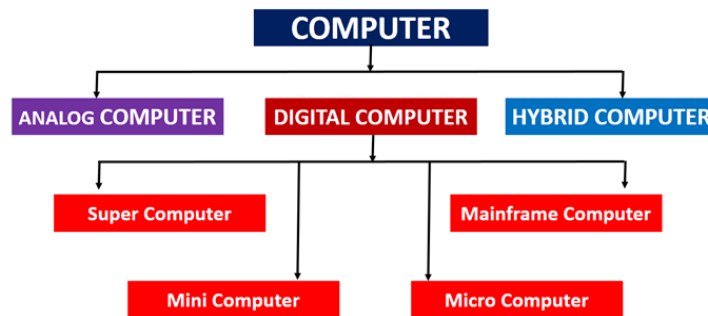
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**Q1: What are the fundamental parts of computer ? Explain it with the help of diagram.**



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

Ans



**Q3: What is the meaning of computer generation ? How many computer generation are defined ? What technologies were/are used?**

S.No	Generation & Description
1	First Generation The period of first generation: 1946-1959. Vacuum tube based.
2	Second Generation The period of second generation: 1959-1965. Transistor based.
3	Third Generation The period of third generation: 1965-1971. Integrated Circuit based.
4	Fourth Generation The period of fourth generation: 1971-1980. VLSI microprocessor based.
5	Fifth Generation The period of fifth generation: 1980-onwards. ULSI microprocessor based.

**Q4-Differentiate between Volatile & Non- Volatile memories.**

1.	Volatile memory is the type of memory in which data is lost as it is powered-off.	Non-volatile memory is the type of memory in which data remains stored even if it is powered-off.
2.	Contents of Volatile memory is stored temporarily.	Contents of Non-volatile memory is stored permanently.

3.	It is faster than non-volatile memory.	It is slower than volatile memory.
4.	<b>RAM(Random Access Memory)</b> is an example of volatile memory.	<b>ROM(Read Only Memory)</b> is an example of non-volatile memory

**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 - **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.

Q6 b) Write steps regarding followings

## RESUME

### Personal Deatial

Name	Rambhola kumar maholi
Fathers Name	Horil maholi
Thana	Mirzachauki
District	Sahibganj
Class	B.A(part 1)

DATE-

01/12/2021

SINGATURE

*Rambhola kumar maholi*

**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.**

Ans-

1. Click the File tab.
2. Click Save As.
3. Click Browse, and then select the location where you want to save your file.
4. In the Save as type list, click OpenDocument Text.
5. Give your file a name, and then save it.

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

Ans-  $X_2 + Y_5 = 30$

$Z^3 + Q^4 = 50$

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

**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.**

Ans-

select the text you want 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

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

Ans-

1. Open a blank Word document.
2. In the top ribbon, press Insert.
3. Click on the Table button.
4. Either use the diagram to select the number of columns and rows you need, or click Insert Table and a dialog box will appear where you can specify the number of columns and rows.
5. The blank table will now appear on the page.

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

1. Right-click the worksheet name tab.
2. Click select Move or Copy.
3. Click on the Move selected sheets to Book drop-down menu. Select (new book).
4. Click OK. Your new workbook opens with your moved worksheet. ...
5. Click File > Save in your new workbook.

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

	26
	54
	43
	34

28
32
36
65
56
59
(Autosum)433
(average)43.3
(max)65
(min)26

**Q13 a) Describe various steps involved in the following**

#### **To modify column width of a worksheet**

1. Select the column or columns that you want to change.
2. On the Home tab, in the Cells group, click Format.
3. Under Cell Size, click Column Width.
4. In the Column width box, type the value that you want.
5. Click OK.

#### **To modify the row height of a worksheet**

1. Select the row or rows that you want to change.
2. On the Home tab, in the Cells group, click Format.
3. Under Cell Size, click Row Height.
4. In the Row height box, type the value that you want, and then click OK.

#### **To delete rows and columns of a worksheet**

1. Select the cells, rows, or columns that you want to delete.
2. Right-click, and then select the appropriate delete option, for example, Delete Cells & Shift Up, Delete Cells & Shift Left, Delete Rows, or Delete Columns.

### **3. Q13 b) Describe following terms in the worksheet**

#### **Absolute reference and relative reference in formula**

##### **1. Absolute reference in formula**

\$2.49 I=(B9\*C9)\*\$E\$1

##### **2. Relative reference in formula**

=SUM(B5:B8)

#### **Cell address**

A cell reference, or cell address, is an **alphanumeric value used to identify a specific cell in a spreadsheet**. Each cell address contains 'one or more letters' followed by a number. The letter or letters identify the column and the number represents the row.

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

- 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.

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

#### ☐ **Open a Blank presentation**

1. Select the File tab to go to Backstage view.
2. Select New on the left side of the window, then click Blank Presentation.
3. A new presentation will appear.

#### **Save the presentation as Lab1.pptx**

1. Step 1 – Click on the File tab to launch the Backstage view and select Save.
2. Step 2 – In the Save As dialog, type in the file name and click "Save".
3. Step 3 – The default file format is . pptx

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

Mahadeo singh college( Bhagalpur )

## Type your first name and last name in the Subtitle

Rambhola kumar maholi

## Add a New Slide which has a Title and Content

Mahadeo singh college(Bhagalpur)

Rambhola kumar maholi

## 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

To insert a bullet, place the cursor at the end of a bulleted line, press Enter, and start typing. To create a sub-bullet, **place the cursor in front of the text, and press Tab**. To delete a bullet, press Backspace, or select the line and press Delete

### Inserting Excel Sheet

Hold down SHIFT, and then select the same number of existing sheet tabs of the worksheets that you want to insert in the open workbook. For example, if you want to add three new worksheets, select three sheet tabs of existing worksheets. On the Home tab, in the Cells group, click Insert, and then click Insert **Sheet**.

### Clip art and Text

Compose a text message as you normally do. Touch the Action Overflow or Menu icon, **and choose the Insert or Attach command**. You may also see a Paperclip icon on the message composition screen. Here, a Camera icon is used to attach images.

### Slide show effects ☐

Slide Effect is a **presentation tool providing enhanced transitions and effects**. Using a standard Presentation Software user interface, people can create slide presentation with movies and images in a simpler way than using a video editing software.

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

A **machine language** is the only language that a computer directly understands, it is usually written in zeros (0) and ones (1). A program instruction in machine language may look something like this 111010110010001 whereas, a **high-level language** is a programming language that uses English and mathematical symbols, like +, -, %, and many others, in its instructions.

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

Data Types	Bytes	Range
signed char	1	-128 to 127
unsigned char	1	0 to 255
float	4	1.2E-38 to 3.4E+38
double	8	2.3E-308 to 1.7E+308

## Q18. Find the output of the following expressions

- a)  $X=20/5*2+30-5$   
Ans-X=33
- b)  $Y=30 - (40/10+6) +10$   
Y=30
- c)  $Z= 40*2/10-2+10$   
Z=16

## Q19. Describe the syntax of the following statements

### a) If – else statement

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) for loop

Syntax. The init step is executed first, and only once. This step allows you to **declare** and initialize any loop control variables. ... If it is false, the body of the loop `` does not execute and the flow of control jumps to the next statement just after the 'for' loop.

### (c) while loop

A while loop in C programming **repeatedly executes a target statement as long as a given condition** is true.

### (d) 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.