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ming.

CCA 101 - Fundamental of IT and Programming (Assignment - 1)

QNO1 What are the four fundamental parts of computer? Explain it with the help of diagram.

Ans A computer has four components.

- 1) The central processing unit or CPU.
- 2) The primary memory.
- 3) Input units.
- 4) Output units.

Central processing unit (CPU) principal part of any digital computer system, generally composed of the main memory, control unit, and arithmetic logic unit.

QNO2 Discuss about the classification of computer based on size and capacity.

Ans Based on size and capacity, computers classified as follows.

- Super computer.
- Mainframe computer.
- Mini computer.
- Micro computer.

1) Super computer: Super computer is the very fastest and powerful and expensive type of computer for processing data.

- 2) Mainframe computer: Mainframe computer are multi-programming high performance computer and multi-user which mean they can handle the workload of more than 100 users at a time on the computer.
3. Mini computer: Mini computer is a digital and multi-user computer system with the connection of more than one CPU.
4. Micro computer: To day we are using many computers, it is also the most common micro computer.

QNO3 What is the meaning of computer Generation? How many computers generations are defined? what technologies were/are used?

Ans Generation in computer technology is a change in technology a computer is/was being used.
There are five computer generations known till date.

1st generation: Vacuum Tubes (1940-1956)

2nd generation: Transistors (1956-1963)

3rd generation: Integrated Circuits (1964-1971)

4th generation: Microprocessors (1971-Present)

5th generation: Artificial intelligent (Present and beyond)

QNO4 Differentiate between volatile and non-volatile memories.

Ans Volatile memory is the type of memory in which data is lost as it is powered-off. Create a file in MS Word for the following document and save it with file name MS word. Describe all steps involved in it.

Ques Distinguish among system software application software and open source software on the basis of their features.

Ans System software automatically starts running once the system is turned on and stops when the system is shut down.

Application software runs as and when the user Application software is user specific and it is not needed to run the system on the whole.

System software is endowed with a general purpose.

Ques 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 Step 1: open Ms word on your system.

Step 2: click on the new file when you open the word file when the dialog box appear.

Step 3: once this click on blank doc under the recent section it will get in bold or highlighted by default.

Step 4: click on the create A new blank doc will open.

Step 5: once it is opened you can write anything you want in the doc for yourself.

Ques 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 word
 Ms word is a widely used commercial word process developed by Microsoft.
 Ms word is application software which is capable of.

creating
 editing
 saving
 printing and type of document.

Ans Creating

- ① click the Microsoft office button.
- ② Select New The new document dialog box appear.
- ③ select blank document it will be highlighted by default.
- ④ A new blank document appears in the word window
- ⑤ Now you can create document by interesting text.
- ⑥ Finally save document.

② Editing

- ① click the Edit tab.
- ② select the text you want to edit.
- ③ Using the tool in the edit toolbar.
- ④ change the required formatting including the font style.
- ⑤ paragraph alignment, list formatting and indentation options.

③ saving

- ① click the Microsoft Office / File tab.
- ② select save as word document.
- ③ select the location where you want to save the document using the drop down menu.
- ④ enter a name for the document
- ⑤ click the save button.

III Printing any type of document.

- ① Select File > Print.
- ② to preview each page select the forward and backward arrows at the bottom of the page. If the text is small to read, use the zoom slider at the bottom of the page to enlarge it.
- ③ choose the number of copies and any other options you want
- ④ select the Print button.

Ques Create a file Ms- word for the following document and save it with file name of equation. Describe all steps involved in it.

equations

$$x_2 + y_5 = 30$$

$$z_3 + 84 = 50$$

$$y_2 + 8^0 = x_2 + 48$$

Ans ① select insert > equation or Press Alt

- ② To use a built in formula select Design > Equation.
- ③ To create your own select design > equation > equation
- ④ use styles or mouse to write your equation
- ⑤ select insert to bring your equation into the file.

Ques 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.
- Click on OK finally selected text convert in a table.

Select the text you want to convert
Click on the table command.
A dialog box appears

Here set number of columns

Select the insert tab.
Click on convert text to table a
new dialog box appears.

Click on OK finally selected
text convert in a table.

Ans Select the text and make sure its properly formatted word will insert a row column when a tab character is found so make sure that columns are separated by tabs.

② click the insert tab.

- ② click the table button
- ③ select convert text to table
- ④ if the text was formatted right some of the options in this dialog box should already be filled in otherwise set the numbers of columns and rows and how to separate the text into columns.
- ⑤ (optional) customize Autofit behaviour.
- click OK
- ⑥ the selected text is automatically turned into a table.

Q No 9 Create a file in MS-Word to insert a table in the document. Describe all steps involved in it.

- ① open a blank word document.
- ② on the top button press insert.
- ③ click on the table button.
- ④ select the number of column and row you need or click insert table and a dialog box will appear where you can specify the number of column and rows.
- ⑤ The blank table will now appear on the page. After it is necessary, standard features like bold, italics and underline are still available. These items may be helpful for creating heading or calling out certain items in the table.

Q No 10 Create a following worksheet in MS-~~Word~~ Excel and save it with name book 1.

	A	B	C
1	Roll No.	Name	Marks
2	1	n ₁	80
3	2	n ₂	70
4	3	n ₃	80
5	4	n ₄	90
6	5	n ₅	77
7	6	n ₆	44
8	7	n ₇	88

Ans 1) Right click the worksheet name tab.

2) click select move at (op)

3) click on the move selected sheet to books.
click down menu & select (new book)

4) click ok your new workbook opens with your worksheet.

5) click file > save in your new workbook.

Ans 2) 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) highest marks in a range of cell (C2:C11) minimum marks in a range of cell (C2:C11)

Ans 3) To select a column of numbers select the cell immediately below the last number in the column.

To select a row of numbers select the cell immediately to the right.

Ans 4) Autosum used in two locations: Home > Autosum and

⇒ once you enter a formula you can copy it to other cells instead of typing it over and over.

⇒ You can also use Autosum on more than one cell at a time.

⇒ You can also sum numbers by creating a simple formula.

b) click a cell below the column or to the right of the row of the numbers for which you want to find the average.

⇒ On the Home tab click the arrow to Autosum > Average and then press enter.

c) In a blank cell type = MAX

⇒ Select the cells you want to find the largest no. from close the formula with an ending.

⇒ Hit enter then largest no. from your selection will appear.

Select the cell C2 and write the formula.

= MAX (C2: C11) press enter on your keyboard.

The function will return 3.

3 is the minimum value in the range. (C1: C11)

Ques 3 Describe various steps involved in the following

① To modify column width of a worksheet.

② To modify the row height of the worksheet

③ To modify the row height

④ To delete rows and columns of the worksheet.

Ans 1) select the column or columns that you want to change.
 (A) on the Home tab in the cells group click format.
 (C) under cell size click column width.
 (D) on the column width box type the value that you want.
 (E) click OK.

2) 1) select the row or rows that you want to change.
 (A) on the Home tab in the cells group click format.
 (C) under cell size click row height.
 (D) on the row height box type the value that you want and then click OK.

3) (A) select the cells rows or columns that you want to delete.
 (B) Right-click and then select the appropriate delete option.
 (E) Describe the following terms in the worksheet (1) Absolute reference and relative reference formula
 (F) cell address.

Ans 1) select the cell that contains the formula.
 on the formula bar, select the reference that you want to change.
 Press F4 to switch between the reference types.

2) A cell is the intersection of a row and a column. columns are identified by letter (A, B, C) which rows are identified by number (1, 2, 3). Each cell has its own name or cell address based on its column and row.

Q. No 14 what tools are available to customize our power point presentation?

Ans 1 Template and themes.

2 slide layout

3 font

4 color themes

5 icons

6 shapes

7 stock photos

8 charts and graphs.

9 maps.

10 tables

11 Flowcharts.

12 icon charts.

13 Radials

14 Progress bars.

15 Animation

16 Transitions.

17 Interactivity.

18 Audio and video.

19

20

Write the steps for the following action for creation of power point presentation.

Open a blank presentation.

Ans Select the file tab to go to backstage view.

Select new on the left side of the window, then.

click Blank presentation

A new presentation will appear.

⇒ Save the presentation as lab 1. pptx.
 Ans create a blank presentation
 save a presentation.
 so Apply a design theme
 compare presentation views.
 Format Text
 Insert SmartArt
 Insert and modify shapes.
 Edit and Duplicate slides.

⇒ Add a title to the first slide the name of your college.

Ans select the slide whose layout you will change so that it can have a title.

⇒ click Home > Layout
 select title slide for a standalone title page or
 select title and content for a slide text box
 contains a title and a full slide text box.

⇒ Many other layout options include titles too. Pick the ones that best suited for your presentation.
 Select the click to add title text box. Enter your title for that slide.

⇒ Type your first name and last name in the subtitle section.

Ans using your mouse and cursor, click inside of the top textbox.

⇒ using your keyboard type the name of the animal you have been researching in class.
 using your mouse and ~~create~~ click inside of the button textbox.
 using your keyboard type your first and last name.
 click enter, and type your teachers name.

⇒ Add a new slide which has a title and content.
 Ans) click the Home tab in the ribbon.
 Then click the new slides button in the slides button group.
 A Hreenation to add a new slide with a different slide layout.
 click the Home tab in the ribbon.

QNOIS write steps for creation of a set powerpoint slides that demonstrates your skill to use the tools of powerpoint. It should include the following things:

⇒ Title slide and bulleted list.
 Ans) click Home > Layout.
 2) select title slides for a standard title page or.
 3) select title and content for a slides that contains a title and a full slide textbox.

Bulleted list.

① on the left hand side of ~~Present~~ Power Point window.
 ② click a slide thumbnail that you want to add bulleted or numbered text to.

③ On the slide select the lines of text in a text placeholder or table that you want to add bullets or numbering to.

④ On the Home tab, in the Paragraph group click Bullets or Numbering.

⇒ Inserting Excel Sheet

Ans ① click on the tab object.

② In the insert object dialog box:

③ select create from file.

④ click on the Browse and in the Browse box:

⑤ Find the excel workbook with the data you want to insert and click on it.

⑥ Before you close the insert and object box, select link and click OK.

⇒ Clip art and Text

Ans ① open the powerpoint and go to insert > online pictures.

② select the clip art. A window pops up and you can type a word or phrase that will describe the images you search for, then press the Enter key.

③ Insert the clip art, you can filter the results by "Type"

⇒ Slide Show effects

① Select the object or text you want to animate.
select Animations and choose an animation.
select effect options and choose an effect.

- Manage animations and effects
- Ans ① on click - start an animation when you click a slide.
- ② with previous - play an animation at the same time as the previous animation in your sequence.
- ③ After previous - start an animation immediately after the previous one happens.
- Delay - Add time before an effect runs.

Part - 2

Q. no. 3

Ans 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 11101011001 where:

A high level language is a programming language that is English and mathematical symbol like +, -, %, and many others in its instructions.

Q. no. 4 Discuss about different data types of C programming language.

Ans There are some common data types in C programming language.

- ⇒ int - used to store an integer value.
- ⇒ char - used to store a single character.
- Float - used to store decimal number with single precision.
- ⇒ Double - used to store decimal number with double precision.

precision.

Q1018 Find the output of the following expression?

a) $x = 20 / 5 + 2 + 30 - 5$

Sol. $x = \frac{20}{5} + 2 + 30 - 5$

$$x = 4 \times 2 + 25$$

$$8 + 25$$

$$= 33$$

b) $y = 30 - (40 / 10 + 6) + 10$

Sol. $y = 30 - (40 / 10 + 6) + 10$

$$= 30 - (4 + 6) + 10$$

$$= 30 - 10 + 10$$

$$= 30$$

c) $z = 40 * 2 / 10 - 2 + 10$

$$z = 40 \times \frac{2}{10} - 2 + 10$$

$$= \frac{80}{10} - 2 + 10$$

$$= 8 - 2 + 10$$

$$= 16$$

Q1019 Describe the syntax of the following statements?

a) if - else statement

25 #include <iostream>

using namespace std;

int main () {

```

int main number;
count << "Enter an integer: ";
im >> number;
if (number > 0) {
    count << "you entered a positive integer: " <<
    number << "end ";
}
else if (number < 0) {
    count << "you entered a negative: " << number
    << "end ";
}
else {
    count << "you entered 0. " << "end ";
}
count << "this line is always printed"
return 0;

```

output
Enter an integer.

b) Ans for loop

```

#include <stdio.h>
int main ()
{
    int i;
    for (i = 0; i < 10; i++)
        printf ("Hello world");
    return 0;
}

```

output

hellow world helloworld.

© while loop

Ans # include <stdio.h>
 int main ()
 {
 int i = 0;
 while (i < 10)
 {
 printf ("Hello world");
 i++;
 }
 }

output

HELLO world HELLOWORLD.

④ do-while loop

Ans # include <iostream>
 using namespace std;
 int main ()
 {
 int i = 1;
 do {
 cout << i << " ";
 i++;
 } while (i <= 10);
 output
 1 2 3 4 5

Q20 Find the output of the following program segments
 ① # include <stdio.h>
 int main ()

```

{
    int i;
    for (i = 1; i <= 2; i++)
    {
        printf("IMS Ghaziabad\n");
    }
}

```

=> output
IMS Ghaziabad.

```

#include <stdio.h>
int main()
{
    int i = 1;
    while (i <= 2)
    {
        printf("IMS Ghaziabad\n");
        i = i + 1;
    }
}

```

=> output
IMS Ghaziabad.
IMS Ghaziabad.

c)

```

#include <stdio.h>
void main()
{
    int a = 10, b = 700;
    if (a > b)
        printf("Largest number is %d\n", a);
    else
        printf("Largest number is %d\n", b);
}

```

=> output
largest number is 100.