

# CCA-101: Fundamentals of IT & Programming

## Assignment -1

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

A **computer** has **four main components**: Input Units, the central processing unit or CPU, the Primary memory, and Output units. Input Unit - The devices to input information, such as a keyboard, and mouse. CPU - The CPU is further broken up into

### 2: Discuss about the classification of computers based on size and capacity.

On the basis of **size** there are four **types of computer**. They are minicomputer, micro **computer**, mainframe **computer** and super **computer**. Super **computer** is the fastest, most expensive, big in **size**, and most powerful **computer** that can perform multiple

### 3: What is the meaning of computer generation? How many Computer Generations are defined? What technologies were/are used?

Initially, the **generation term** was **used** to distinguish between varying hardware **technologies**. Nowadays, **generation** includes both hardware and software, which together make up an entire **computer** system. There are five **computer generations** known till date. ... The period of second **generation**: 1959-1965. Transistor based.

### 4: Differentiate between Volatile & Non- Volatile memories.

**Volatile Memory** is used to store computer programs and data that CPU needs in real time and is erased once computer is switched off. RAM and Cache **memory** are **volatile memory**. Where as **Non-volatile memory** is static and remains in **the** computer even if computer is switched off. ROM and HDD are **non-volatile memory**

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

**System software** is used for operating computer hardware. On other hand **Application software** is used by user to perform specific task. **System software** are installed on the computer when operating **system** is installed. ... Some **examples** of **system software's** are compiler, assembler, debugger, driver, etc

### 6. 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

Save a Word document in Open Document Text format

Click the **File** tab.

1. Click **Save As**.
2. Click Browse, and then select the location where you want to **save** your **file**.
3. In the **Save** as type list, click Open Document Text.
4. Give your **file** a name, and then **save** it.
  5. Select the text you want to modify,
  6. Click on the font color box on the home tab in the font group
  7. After words font colors will be appears in front of the mirror

8. Then move your cursor on that color
9. Left click on the color what you want to have then finally font color will be change in your document.

## **6 b) Write steps regarding followings**

To change the font style

To change the font size

### CHANGE THE FONT COLOUR

To highlight (in yellow) the line that reads “need to get IMS’s address”. **TO CHANGE THE FONT STYLE:**

First you select the text you want to change in your document ,

Click on the font style box in the font group on the home tab, then different font styles will appears on front of the mirror ,

Then you just move your cursor over the font styles , then left click on the style what you want to modify ,

Finally font style will be change in your document.

### **TO CHANGE THE FONR SIZE:**

First step select the text what do you want to modify,

Then click on the font size box in the font group on the home tab, then font size menu will appears in front of the mirror

You will move your cursor over the various font sizes on the mirror, left click on the font size what you want to use in your document

Then font size will be change in your document

### **TO CHANGE THE FONT COLOUR:**

Select the text you want to modify,

Click on the font color box on the home tab in the font group

After words font colors will be appears in front of the mirror

Then move your cursor on that color

Lift click on the color what you want to have then finally font color will be change in your document.

**TO HIGHLIGHT IN YELLOW :**

“Need to get IMS’s Address.s

**7. Create a file in MS-Word for the following document and save it with file name ‘ms\_word’. Describe all steps involved in it.**

**Save a Word document in OpenDocument Text format**

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**

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

Equations:

$$X_2+Y_5=30$$

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

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

To change a text as subscript

First you select the text want to modify, click on the subscript command on the home tab, then it will change as a subscript in the document or text a small letter just above the line of text again you just click on the subscript command on the home tab, finally it will change as a subscript.

**9. 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**

if you want to change a text as a table you have to follow the following rules,

First you select the text want to modify or convert as a table then select the insert tab, after words click on the table command then the dialog box will appears in front of the mirror, then click on the convert text to table after your left click a new dialog box will appears there then you have set the number of columns how many numbers you want after finishing that step click ok finally that selected text will convert as a table.

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

To insert a new table in your work sheet follow these steps

First place your insertion point in your document where you insert the table, then select the insert tab click on the table command, then drag your mouse over the diagram to select the number of columns and rows as you need, finally left click your mouse table will appears in your document then you can text inside of the table as you want.

**11. Create a following worksheet in MS-excel and save it with name ‘book1’.**

1. Select the **worksheet** that you want to use as a template.
2. Click the File tab.
3. Under Info, click Save As.

4. In the File name box, type the name of the **worksheet** template. To **create** a custom **worksheet** template, type the file name that you want to use. ...
5. Do one of the following: ...
6. Click Save.

**12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question number 10.**

**To sum of the marks using auto sum in the range of cells (C2:C11):**

First select the cell where you want to appear function then select the drop down arrow next to the AUTOSUM on the home tab, then select the sum, formula will appear where you fixed your arrow then you just enter the columns you calculate, then automatically cells range will come to that column press ok the result appears.

**Average the marks in the range of cells (C1:C11):**

Similarly you can calculate the average of that cell, so click on the auto sum symbol Select average the formulas appear in the selected cells then enter average will appears.

**Highest marks in the range of cells (C2:C11):& minimum marks i the range of cells**

Similarly you can calculate the minimum and maximum number of the cells, click on the auto sum in the home tab then click on the minimum or maximum what you want formula will appears in the cells finally enter total will appear theta it.

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

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

First position the cursor over the column line in the column heading then there is a double arrow will appear, left click to the mouse then drag your cursor to increase the width of the column or drag your cursor to the right side to decrease your column width. Then release your mouse. Another step also there to change that.

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

First position the cursor over the row line where you want to modify then double arrow will appears, left click the arrow drag your mouse to upward to increase your row height and drag your mouse to down word to decrease your row height then remove the mouse button.

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

First select the row or column where you want to delete then click on the delete command in the cells group on the home tab. Then selected row or column will deleted.

**b) Describe following terms in the worksheet**

**Absolute reference and relative reference in formula**

Cell reference in formula automatically adjusts to new location when the formula is posted into different cells. This is called relative reference.

Sometimes when you copy and paste a formula you don't want one or more cell reference to change.

An absolute reference solves this problem

Absolute reference cell reference in a formula always refers to the same cell range. If a formula is copied to a different location the absolute reference remains the same.

**Cell address**

The cell address function is categorized function under excel lookup reference function list of the most important excel function in financial analysis it provide a cell reference.

#### **14. What tools are available to customize our PowerPoint presentation?**

There are many tools available in Microsoft power point to customize. Power point is a most excellent way of presenting to an audience in visual form. It is very different one and different way of presenting your ideas. It helps the speaker and a participant to understand the topic easily.

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

##### **Open a Blank presentation**

First click on the start button,

Then select the power point in Microsoft office

Then double click then power point page will open.

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

First you located or select the save command o the access toolbar.

If you are saving the file for first time save as command will appears on the backstage view.

Then you just choose the folder where you want to save the file and gave the file name after words file will be saved on that folder.

Save that file name as lab1.pptx.

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

Open the power point slide show page there is a visual will appears that is "click to add title" in that place move your cursor over the caption and left click then you can add your college name as a title .

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

Same as your title creating there is another caption was appears that is click to add subtitle there you can give your name as a subtitle.

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

Here after you want to make a content go to next slide click on the new slide then new slide will appear there about your college life and your college you can prepare that as a slide show to present in front of your students.

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In PowerPoint, a placeholder is a **pre-formatted** container on a **slide** for **content** (text, graphics, or video)

**15. 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**

the teacher you are, the more PowerPoint will empower you in your work. ... Compare the titles and text for each slide to an outline you would have made ... While you click your way through the presentation, look out for the following PowerPoint ... illustrates the Insert menu from which you can choose to include clip art ...

**Suggestions:**

- Make sure that all words are spelled correctly.
- Try different keywords.
- Try more general keywords.
- Try fewer keywords.

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

**Machine language**, or **machine code**, consists of **binary code** and is the only **language** that is directly understood by the **computer**. ... Both **machine code** and **assembly languages** are hardware specific.

A **high-level language** is a **programming language** that uses English and mathematical symbols in its instructions

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

- **int** – This **data type** is used to define an integer number (-.... -3,-2,-1,0,1,2,3....). ...
- **char** – Used to define characters. A single character occupy 1 byte.
- **float** – Used to define floating point numbers (single precision). Occupies 4 bytes.
- **double** – Used for double precision floating point numbers(double precision).

. 18. Find the output of the following expressions

a)  $X=20/5*2+30-5$

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

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

$2x - 2z=6$   $x = 3$   $2/3)-22=6$   $6-22=6$   $- 2z=0$   $Z=0$   $3+2y-3(0) = 15$   $2y = 12$   $y=6$  ...  $2x+4y - 6z = 30$   $x - y - 2z = 4$  b)  $4x - 4y - z = 2$   $- x + y + 2z = -3$