MODEL ANSWER
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B.sc (Third Semester) Rural Technology

RTCA - 302 : Introduction to computer Application

Q.1 <u>multiple choice</u> <u>questions</u>

1 (a)

2 (d)

3 (a)

4 (b)

5 (d)

6 (c)

7 (c)

8 (b)

9 (a)

10 (b)

Q.2

a) Supercomputers are the fastest computers available at any given time and are normally used to solve problems which require intensive numerical computations. Users use them primarily for processing complex scientific applications requiring enormous processing power. Examples are numerical weather prediction, designing supersonic aircraft, design of drug and modelling complex molecules. All of these problems require around 10^{16} calculations to be performed. Beside arithmetic speed, a computer to be classified as a super computer should have a large main memory of around 16 GB and a secondary memory of 1000 GB.

b) Pictures can be inserted or copied into a document from many different sources, including download from a clip art web site provider, copied from

a web page or inserted from a file where you save picture. If want we can also change a picture is positioned with text within a document.

Insert text from another file.

1) Click where you want to insert the text

2) On the insert tab is the Text group, click the arrow next to object and then click Text from file.

3) In the Insert file dialog box locate the file that you want and then double Click it.

c) Electronic mail service (known as email in short) enables an Internet user to send a mail (message) to another Internet user in any part of the world in a real time manner.

An email messages takes a few second to several minutes to reach its destination, Message in email service can contain only text but also image. With email service the Internet has proved to be a rapid and productive communication tool for million of users.

1) Software is a general term for the various kind of program used to operate Computer and related devices. The term software applies to application program, specialized program or operating System utilities. Computer Software, Consisting of program, enables a Computer to perform specific task as opposed to its physical Component which can only do the task they are mechanically designed for. Computer Software has to be loaded into the Computer's storage.

Types of software

System Software - a set of program that organize utilize and control hardware in a Computer system.

Operating System - may be viewed as an organized Collection of software extension of hardware Consisting of Controlled routines for operating a computer for
providing an

E)
Mail merging is the process of transferring selected information from one document to another document. Mail merge is the facility which requires the following three information.

main document - In mail merge, Main document is the common letter which contains the common information for each of the merged document

Data Sources - is also called the Data file. It stores the information to be brought into the Main document.

form letter - is the resultant document of the mail merge operation which contain the copy of main document along with each piece of information stored in the date file.

F) File is a list of records. There are different types of files such as Transaction file, master file, output file. file management module of an operating system take care of file related activities file extension are .ppt .xls.

Application software is the general description of computer program used for performing specific task using a computer.

Q.3.

1) The word computer comes from the word compute which means to calculate. A memory or store of a computer is organized using a large number of cell. Each cell stores a binary digit. There are two types of memory primary and secondary memory.

Primary memory – also called the main memory is used for immediate access of data by the processor. Primary memory can be divided into RAM and ROM.

Secondary storage- or external memory is a computer memory that is not directly accessible to the central processing unit of a computer requiring the use of computer input/output Channels. Following are some of the storage device.

magnetic Tape - is a plastic ribbon usually $\frac{1}{2}$ inch or $\frac{1}{4}$ inch wide and 50 to 2400 feet long. Its surface has a coating (such as iron oxide or chromium oxide) that can record data by magnetization.

Magnetic Disk - is a thin, circular plate/platter of metal or plastic. Its surface on both sides have coating that can record data by magnetization magnetic disk are the most popular direct access secondary storage device.

2)

WORD PROCESSOR → is a software that alters text. It enables you to create, edit, print and save document for future retrieval and reference. Microsoft Word is a Microsoft flagship word processing software. It was first released in 1983 under the name Multi-tool Word for Xenix System. Ms.Word enables you to manipulate and format document by following supporting feature.

Editing Text → which allows the alterations to be made easily

Cut Copy Paste → Text can be copied, moved and inserted in a desire place.

Page size and margin — Can be adjusted as desiring a

Search and replace — Search for particular word or phrase. You can also direct the word processor to replace one group of character with other

3) Computer hardware is the physical part of a computer including the digital circuitry as distinguished from the computer software that executes within the hardware. The hardware of a computer is infrequently changed in comparison with software and data. Computing hardware has been an important component in the process of calculation and data storage since it becomes useful for numerical value to be processed and shared. The earliest computing hardware was probably some form of tally stick, later record keeping aids include Phoenician clay shapes which represented count of items, some examples of hardware are CPU, keyboard, UPS, mouse etc.

4) Microsoft powerpoint is a presentation program developed by Microsoft for its Microsoft office System. It has long been a favourite for creating easy and great looking presentations. The powerpoint normal view has a three pan development area that include the outline pane on the left the slide development pane on the top right and the note pane on the lower right. The powerpoint screen elements are as follows

Title Bar → generally appears on the top of screen. It display the title of the current presentation

Menu Bar → It displays the menu.

Standard Bar → Can be used to do things as to open, save, print etc

"Rulers — are vertical and horizontal guides.

Status bar — generally appears at the bottom of the screen.

Drawing Toolbar — generally appears near the bottom of the screen. It contains tools for creating and editing graphics.

Template can be used as a foundation for repeatedly creating future, as template store design information that you can apply to a presentation to consistently format the content on all slides. Each template contains a slide master that must have at least one layout for use in a presentation. Computer animation open powerpoint presentation click the Animation Tab. On the Animation tab in the Animation group click custom Animation. In the Custom Animation task plane. click the arrow to right of the animation effect in the custom Animation and then click Effect option.

Computer animation is the process used for generating animated images by using Computer graphics. Modern computer animation usually uses 3D Computer graphics although 2D Computer graphics are still used for stylistic, low bandwidths and faster real time renderings

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