BHARATH COMPUTER INSTITUTION

Chilamathur

Course Structure & Detailed Syllabus

In

Computer Course

(Effective from 2023-24 Admitted Batch)

BHARATH COMPUTER Coaching

COURSES OFFERED

- DIGITAL LITERACY
- PAINT
- MS - WORD
- MS- EXCEL
- MS-PAINT
- LANGUAGES:
- PYTHON , C (BASICS)

Ctrl + Alt + Del

Control Yourself
Alter Your thoughts
Delete Negativity

LIMITED OFFER

ENROLL NOW

CONTACT US
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Computer lab,
Main Road – Chilamathur

APRIL- 2025

భారత కంప్యూటర్ విద్యాలయం

WEEK 01

BASICS OF COMPUTER

In this week we are going to see fundamentals of the computer. from invention to till now . also have the test in the weekend

WEEK 02

MS - PAINT

In this week we are going to dive into the world of the microsoft tools . We thoroughly discuss the Ms paint tool and conducting test on weekend .

WEEK 03

MS - WORD

In this week we are going to see the new toopic ms word exploring all the options in it . and have assignments on the weekend

WEEK 04

EXAM

Discussion session, practice session, doubt sessin, and Grading exam on topics discussed upto now.

MAY - 2025

WEEK 05

MS - EXCEL

in this week we are go ing to dive into mathematical tool used for computation purpose . and Exploring the options in it .

WEEK 06

MS - POWER POINT

in this week we are going to see presentation tool , power point tool . Exploring the options and selections in this .

WEEK 07

PRACTICE

practicing on the all tools that we discussed upto now . Assignmnet work s, etc.,

WEEK 08

EXAM

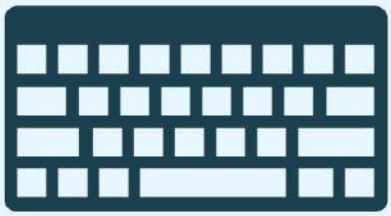
Discussion session, Doubt session, and Grading exam on all topics discussed till today .

భారత్ కంప్యూటర్స్

చిలమత్తూరు

monitor

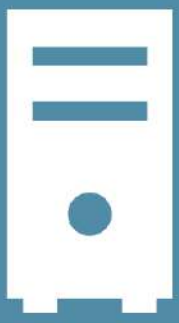
keyboard



mouse

USB

harddrive

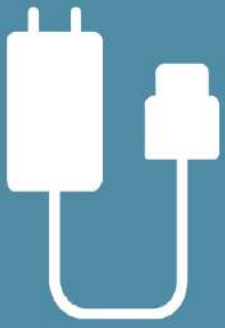


camera

printer

headphones

cable



COMPONENTS

WELCOME TO DIGITAL LEARNING

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-Team Digital Learning

Title: Computer Fundamentals - Learning Material

Bharath Computers - Chilamathur

Welcome to Digital Learning!

Computers have revolutionized how we live, work, and learn. This guide will walk you through everything — from what a computer is to its advanced concepts — ensuring you understand the digital world from the ground up.

Chapter 1: What is a Computer?

A computer is an electronic device that accepts data as input, processes it according to instructions, and produces meaningful output. It can also store data for future use.

Key Functions of a Computer

1. **Input: Data entered using devices like a keyboard, mouse, or scanner.**
2. **Processing: CPU processes the data using instructions from software.**
3. **Storage: Saves data permanently or temporarily.**
4. **Output: Displays results on devices like a monitor or printer.**
5. **Control: Ensures all parts of the computer work together seamlessly.**

Characteristics of a Computer

- **Speed: Can perform billions of calculations per second.**
- **Automation: Executes tasks without human intervention after being programmed.**
- **Accuracy: Delivers precise results, minimizing errors.**
- **Versatility: Can handle a variety of tasks — from calculations to streaming music.**
- **Storage: Stores large amounts of data, both temporarily (RAM) and permanently (HDD/SSD).**
- **Connectivity: Easily connects to other devices and networks worldwide.**
- **Multitasking: Can run multiple programs simultaneously.**
- **Diligence: Unlike humans, computers don't get tired or bored — they work consistently without breaks.**

Extra Knowledge:

- **GIGO (Garbage In, Garbage Out): If incorrect data is entered, the output will also be incorrect.**
- **Booting: The process of starting up a computer. It involves POST (Power On Self Test) and loading the operating system.**
- **BIOS (Basic Input Output System): The firmware that initializes hardware during startup.**
- **Bit and Byte: 1 byte = 8 bits. Bits are the smallest unit of data, representing 0 or 1.**

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Chapter 5: Data Representation

Computers only understand binary data — 0s and 1s. Everything, from text to images, is converted into this form.

🔹 Types of Data Representation:

- **Binary (Base 2): Uses only 0 and 1. Example: 1010 (binary) = 10 (decimal)**
- **Decimal (Base 10): Our standard counting system, using digits 0-9.**
- **Octal (Base 8): Uses digits from 0 to 7. Example: 12 (octal) = 10 (decimal)**
- **Hexadecimal (Base 16): Uses digits 0-9 and letters A-F (where A = 10, F = 15). Example: 1F (hex) = 31 (decimal)**

🔹 Text Representation:

- **ASCII (American Standard Code for Information Interchange): Each character is represented by a 7-bit code (e.g., 'A' = 65).**
- **Unicode: Supports multiple languages and symbols, extending ASCII to more than 100,000 characters.**

🔹 Image and Audio Representation:

- **Images: Stored as pixels, with each pixel having color codes (RGB).**
- **Audio: Stored as waveforms and sampled at intervals (e.g., 44.1 kHz for CD quality).**

Final Section: Practice Questions

Multiple Choice Questions (MCQs)

1. **Which memory is volatile?**
    - **A) ROM**
    - **B) RAM ✅**
    - **C) Hard Disk**
    - **D) Cache**
2. **Which generation introduced microprocessors?**
    - **A) First**
    - **B) Second**

- C) Third
- D) Fourth ✅

3. What does 'GIGO' stand for?

   - A) Good Input, Good Output
   - B) Great Instructions, Good Output
   - C) Garbage In, Garbage Out ✅
   - D) General Input, General Output

4. Which of these is an output device?

   - A) Keyboard
   - B) Mouse
   - C) Scanner
   - D) Printer ✅

5. Which memory holds data permanently?

   - A) RAM
   - B) Cache
   - C) ROM ✅
   - D) Register

Short Answer Questions

1. Define the main functions of a computer.
2. What is the difference between RAM and ROM?
3. List five input and five output devices.
4. Explain binary and hexadecimal representation.
5. Why is cache memory faster than RAM?

Long Answer Questions

1. Explain the five generations of computers in detail.
2. Describe the complete data processing cycle of a computer.
3. Discuss types of memory and their roles.
4. How does data representation work in computers? Explain ASCII and Unicode.
5. Why are microprocessors considered revolutionary?

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Chapter 6: MS Paint

MS Paint is a simple graphics program included with Microsoft Windows. It allows users to create, edit, and color images. Let’s explore it from basics to advanced options!

What is MS Paint?

- **MS Paint is a basic graphics editing software that allows users to draw, color, and edit pictures.**
- **It supports image formats like BMP, JPEG, GIF, PNG, and TIFF.**

🔹 Opening MS Paint

1. **Start Menu → Accessories → Paint**
2. **Windows + R → Type 'mspaint' → Enter**
3. **Search 'Paint' in the search bar**

MS Paint Interface

Key Components (Detailed):

- **Title Bar: Shows the file name and program title.**

- **Menu Bar: Contains options like File, Edit, View, Tools, Colors, and Help.**
    - **File: Create, open, save, print, and close files.**
    - **Edit: Undo, redo, cut, copy, paste.**
    - **View: Zoom in/out, show gridlines, and full-screen mode.**
    - **Tools: Access various drawing tools.**
    - **Colors: Select colors for drawing and filling.**
    - **Help: Provides information and tips on how to use Paint.**
- **Toolbar: Contains icons for commonly used tools like Pencil, Brush, Eraser, etc.**
- **Canvas: The blank area where you draw your image.**
- **Color Palette: Select primary and secondary colors.**
- **Status Bar: Displays the cursor position, image dimensions, and memory usage.**

Tools and Their Uses

1. **Pencil Tool: Draws freehand lines like a regular pencil.**
    - ***Tip:* Great for rough sketches.**
2. **Brush Tool: Offers different brush styles (e.g., calligraphy, oil, airbrush).**
    - ***Tip:* Use it to create artistic effects.**
3. **Eraser: Erases parts of the image, replacing it with the background color.**
    - ***Tip:* Hold Right-click to erase with the secondary color.**
4. **Fill with Color: Fills an entire area with the selected color.**
    - ***Tip:* Ensure there are no gaps in the boundary to avoid filling the whole canvas.**
5. **Text Tool: Allows you to type directly onto the canvas.**
    - ***Tip:* Choose the font, size, and style before typing.**
6. **Magnifier: Zooms into the image for detailed editing.**
    - ***Tip:* Use this for pixel-level precision.**
7. **Line Tool: Draws straight lines.**
    - ***Tip:* Hold Shift to draw a perfect horizontal, vertical, or diagonal line.**
8. **Shapes Tool: Includes rectangles, circles, triangles, arrows, hearts, and more.**
    - ***Tip:* Right-click to draw shapes with the secondary color.**
9. **Select Tool: Selects part of the image for moving, copying, or cropping.**
    - **Rectangular Select: Selects a rectangular area.**
    - **Free-form Select: Selects any irregular shape.**

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Advanced Options in MS Paint

- **Resize and Skew:**
  - **Resize your image by percentage or pixels.**
  - **Skew the image horizontally or vertically for a slanted effect.**
- **Rotate:**
  - **Rotate the image 90°, 180°, or 270°, and flip vertically or horizontally.**
- **Transparent Selection:**
  - **Enables selection with a transparent background.**
  - ***Tip:* Ideal for creating layered images.**
- **Save As:**
  - **Save images in different formats: BMP, PNG, JPEG, GIF, TIFF.**
  - ***Tip:* PNG supports transparency.**
- **Set as Background:**
  - **Set your artwork as a Tiled, Centered, or Stretched desktop background.**
- **Print:**
  - **Print directly from MS Paint with page setup and preview options.**

MS Paint - Practice Questions

Multiple Choice Questions (MCQs)

1. **Which tool is used to draw freehand lines?**
   - **A) Line Tool**
   - **B) Pencil Tool ✅**
   - **C) Brush Tool**

    - **D) Eraser**
2. **Which file format supports transparent backgrounds?**
    - **A) BMP**
    - **B) JPEG**
    - **C) PNG ✅**
    - **D) TIFF**
3. **How do you start MS Paint quickly?**
    - **A) Windows + P**
    - **B) Windows + R, then type 'paint' ✅**
    - **C) Ctrl + P**
    - **D) Alt + Shift + P**
4. **Which tool is used to fill an area with color?**
    - **A) Brush Tool**
    - **B) Pencil Tool**
    - **C) Fill Tool ✅**
    - **D) Shape Tool**
5. **What does 'Transparent Selection' do?**
    - **A) Changes the background color**
    - **B) Removes the background ✅**
    - **C) Makes the shape glow**
    - **D) Zooms the image**

Short Answer Questions

1. **List five tools in MS Paint and their uses.**
2. **Explain how to resize an image in Paint.**
3. **What are the steps to save an image as a JPEG?**
4. **Describe how to add text to an image.**
5. **How do you make a transparent background?**

Long Answer Questions

1. **Explain the MS Paint interface and describe the key components.**
2. **How do you draw, color, and edit an image from scratch?**

3. **Describe the advanced features in MS Paint and how they improve image editing.**
4. **How do you create a poster using shapes, text, and colors in MS Paint?**
5. **Explain how MS Paint can be used creatively for school projects.**

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Chapter 7: Microsoft Word - Learning Material

Microsoft Word is a word processing software that allows users to create documents, format text, and add graphics. It’s widely used for assignments, letters, reports, and more. Let’s dive into its detailed features!

What is Microsoft Word?

- **Microsoft Word is a word processor developed by Microsoft.**
- **It’s part of the Microsoft Office Suite.**
- **It helps create professional documents, resumes, letters, reports, and brochures.**

🔹 Opening Microsoft Word

1. **Start Menu → Microsoft Office → Word**
2. **Search 'Word' in the search bar**
3. **Right-click on a blank area → New → Microsoft Word Document**

Microsoft Word Interface

Key Components :

- **Title Bar: Displays the document name and the application.**
- **Ribbon: Contains multiple tabs (Home, Insert, Design, Layout, etc.), each holding commands.**
- **Quick Access Toolbar: Contains Save, Undo, Redo, and customizable shortcuts.**
- **Document Area: The blank workspace where content is added.**
- **Status Bar: Shows page count, word count, and language.**
- **Scroll Bars: Navigate vertically and horizontally.**
- **Zoom Control: Adjusts the view size of the document.**

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Advanced Features in Microsoft Word

Mail Merge

Mail Merge is used to create multiple documents — like letters or emails — personalized for each recipient.

- **Go to Mailings Tab → Select Recipients → Choose Data Source (Excel/Contacts)**
- **Insert Merge Fields (e.g., Name, Address)**
- **Preview Results → Finish & Merge**

Templates

Templates provide pre-designed layouts for resumes, brochures, or newsletters.

- **File → New → Choose Template**
- **Customize text, images, and formatting while keeping the design intact.**

🔧 Track Changes

Track Changes helps review edits made by different people.

- **Review Tab → Track Changes → Edit Document**
- **Each change appears in red, showing who made it.**
- **Accept or Reject changes after reviewing.**

🔧 SmartArt

SmartArt creates diagrams to visualize information.

- **Insert Tab → SmartArt → Choose Diagram Style (Hierarchy, Process, Cycle)**
- **Customize shapes, text, and colors.**

Microsoft Word - Learning Questions & Answers

Short Answer Questions (Detailed Answers)

1. **What is Microsoft Word used for?**
    - **Microsoft Word is a powerful word processor used to create, edit, and format text documents like resumes, letters, reports, and brochures. It allows users to add images, tables, charts, and design elements to enhance the content.**
2. **Name three key tabs in Word and their uses.**
    - **Home Tab: Contains text formatting options (font, size, bold, italic, underline), paragraph alignment, bullets, and numbering.**
    - **Insert Tab: Allows you to add tables, pictures, shapes, text boxes, headers, footers, and page numbers.**
    - **Layout Tab: Controls the document's appearance — margins, orientation (portrait/landscape), page size, and columns.**
3. **What is Mail Merge, and how is it helpful?**

- **Mail Merge is a feature that helps create multiple personalized documents (e.g., letters, emails) using a data source like an Excel sheet. It saves time when sending bulk mail.**

4. **What does Track Changes do?**
   - **Track Changes highlights all edits made by different users. It's useful for collaboration, letting you review, accept, or reject changes.**
5. **How do you create a SmartArt diagram?**
   - **Go to Insert → SmartArt → Choose a style (Process, Cycle, Hierarchy) → Add text → Format with colors and shapes.**

Long Answer Questions

1. **Explain how Mail Merge works in detail.**
   - **Go to Mailings → Select Recipients (Excel, Contacts, or Manual Entry) → Insert Merge Fields (e.g., Name, Address) → Preview Results to check → Finish & Merge to create personalized copies.**
2. **Describe how to use and customize templates.**
   - **Go to File → New → Choose a template (resume, letter, brochure) → Replace placeholder text with your content → Adjust formatting, images, and design as needed.**
3. **What are Track Changes, and how do you collaborate using them?**
   - **Track Changes tracks all edits by different people. Each edit appears in red, showing the editor's name. Reviewers can Accept or Reject changes. Go to Review Tab → Track Changes → Start editing.**
4. **Explain how to create and edit a SmartArt graphic.**
   - **Go to Insert → SmartArt → Choose diagram type (Hierarchy, Process, etc.) → Add text → Format shapes and colors to match your theme.**
5. **How can you protect a Word document from editing?**
   - **Go to File → Info → Protect Document → Choose Restrict Editing → Set password or limit formatting/editing rights.**

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Microsoft Word - Learning Questions & Answers

Short Answer Questions

1. **What is Microsoft Word used for?**
    - **Microsoft Word is a powerful word processor used to create, edit, and format text documents like resumes, letters, reports, and brochures. It allows users to add images, tables, charts, and design elements to enhance the content.**
2. **Name three key tabs in Word and their uses.**
    - **Home Tab: Contains text formatting options (font, size, bold, italic, underline), paragraph alignment, bullets, and numbering.**
    - **Insert Tab: Allows you to add tables, pictures, shapes, text boxes, headers, footers, and page numbers.**
    - **Layout Tab: Controls the document's appearance — margins, orientation (portrait/landscape), page size, and columns.**
3. **What is a Table of Contents, and why is it important?**
    - **A Table of Contents (TOC) is an automatically generated list of headings in your document with corresponding page numbers. It helps readers navigate lengthy documents easily.**
4. **How do you check spelling errors in Word?**
    - **Go to the Review tab and select Spelling & Grammar. Word highlights mistakes and suggests corrections.**
5. **How do you add page numbers to a Word document?**
    - **Go to Insert → Page Number → Choose where you want the number (top, bottom, or margins). You can also customize the style.**

Long Answer Questions

1. **Explain the Microsoft Word interface in detail.**
    - **The interface consists of:**
        - **Title Bar: Shows the file name and program.**

- **Ribbon: Contains organized tabs with commands (Home, Insert, Layout, etc.).**
- **Quick Access Toolbar: Includes frequently used commands like Save, Undo, and Redo.**
- **Document Area: The workspace where you type and edit content.**
- **Status Bar: Displays page count, word count, and language.**
- **Scroll Bars: Navigate through pages.**
- **Zoom Control: Adjust the document's zoom level.**

2. **How do you create a professional report in Word?**
    - **Open Word → Create a new document → Type content → Format headings using the Home tab → Add a Table of Contents under the References tab → Insert page numbers under Insert → Add images and charts with Insert → Check spelling with Review → Save as a Word file or PDF.**
3. **Describe how to insert and format images in Word.**
    - **Go to Insert → Pictures → Choose an image from your device → Select the image → Use the Picture Format tab to crop, resize, add borders, apply effects, and position the image within the document.**
4. **What are headers and footers? How do you add them?**
    - **Headers are content that appears at the top of each page (e.g., titles, dates), and Footers appear at the bottom (e.g., page numbers, author names). Go to Insert → Header/Footer → Choose a style → Customize it.**
5. **Explain how to create columns in a Word document.**
    - **Go to Layout → Columns → Choose one, two, three, or a custom number of columns. This is useful for making newsletters or brochures.**

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Microsoft Word - Exam-Style Questions

Multiple Choice Questions (MCQs)

1. **Which tab contains the text formatting options?**
    - **A) Insert**
    - **B) Home ✅**
    - **C) Layout**
    - **D) Review**
2. **Where do you add a watermark in Word?**
    - **A) Insert**
    - **B) Design ✅**
    - **C) Layout**
    - **D) View**
3. **Which tab helps you create a Table of Contents?**
    - **A) Home**
    - **B) Insert**
    - **C) References ✅**
    - **D) Layout**
4. **How can you change the page orientation?**
    - **A) Insert**
    - **B) Layout ✅**
    - **C) Home**
    - **D) Design**
5. **Which feature helps find synonyms for a word?**
    - **A) Spelling & Grammar**
    - **B) Thesaurus ✅**
    - **C) Word Count**
    - **D) Format Painter**

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Chapter 8: Microsoft Excel - Learning Material

Microsoft Excel is a powerful spreadsheet software that helps you store, analyze, and visualize data. It’s widely used for calculations, data entry, creating charts, and managing records. Let’s explore its detailed features!

What is Microsoft Excel?

- **Microsoft Excel is a spreadsheet program developed by Microsoft.**
- **It organizes data in rows and columns.**
- **It performs calculations using formulas and functions.**
- **It creates charts, tables, and visual data representations.**

🔹 Opening Microsoft Excel

1. **Start Menu → Microsoft Office → Excel**
2. **Search 'Excel' in the search bar**
3. **Right-click on a blank area → New → Microsoft Excel Worksheet**

Microsoft Excel Interface

Key Components (Detailed):

- **Title Bar: Displays the workbook name and application.**
- **Ribbon: Contains multiple tabs (Home, Insert, Formulas, Data, etc.), each holding commands.**
- **Quick Access Toolbar: Contains Save, Undo, Redo, and customizable shortcuts.**
- **Worksheet Area: Grid of rows and columns where data is entered.**
- **Rows and Columns: Rows are numbered, columns are labeled A, B, C, etc.**
- **Formula Bar: Displays the content or formula in the selected cell.**
- **Status Bar: Shows quick calculations like sum, average, and count.**
- **Sheet Tabs: Allows switching between different sheets in a workbook.**
- **Scroll Bars: Move through the sheet horizontally or vertically.**
- **Zoom Control: Adjusts the view size of the worksheet.**

Detailed Explanation of Microsoft Excel Tabs

🔹 Home Tab

- **Clipboard: Cut, Copy, Paste, and Format Painter for copying formatting from one cell to another.**
- **Font: Change font style, size, color, bold, italic, underline, and fill color.**
- **Alignment: Align text to left, center, or right, wrap text, and merge cells.**
- **Number: Format numbers as currency, percentage, date, time, etc.**
- **Styles: Apply Conditional Formatting, Format as Table, and Cell Styles.**
- **Cells: Insert, delete, or format rows, columns, and cells.**
- **Editing: Autosum, Fill, Clear, Sort, and Find & Select.**

🔹 Insert Tab

- **Tables: Insert tables to organize data.**
- **Illustrations: Add pictures, shapes, icons, and SmartArt.**
- **Charts: Create bar, line, pie, scatter, and other charts.**
- **Sparklines: Insert mini charts within cells.**
- **Text: Add text boxes, headers, footers, and WordArt.**

- **Links: Insert hyperlinks.**

🔹 Formulas Tab

Function Library: Access common functions like SUM, AVERAGE, IF, VLOOKUP, and more.

- **Define Names: Name a range of cells.**
- **Formula Auditing: Trace precedents, dependents, and check errors.**
- **Calculation: Set to auto or manual calculation.**

🔹 Data Tab

- **Get External Data: Import data from various sources (CSV, web, etc.).**
- **Sort & Filter: Organize data by sorting and applying filters.**
- **Data Tools: Data validation, remove duplicates, text-to-columns, and what-if analysis.**
- **Forecast: Predict future values based on historical data.**

🔹 Review Tab

- **Proofing: Check spelling and grammar.**
- **Comments: Add, edit, and delete comments.**
- **Protect: Protect sheets or workbooks from editing.**
- **Track Changes: Monitor changes made by others.**

🔹 View Tab

- **Workbook Views: Normal, Page Layout, Page Break Preview.**
- **Show: Show or hide gridlines, headings, formula bar.**
- **Zoom: Adjust zoom level.**
- **Window: Split or freeze panes to lock rows/columns.**

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Microsoft Excel Interface

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Microsoft Excel Formulas and Functions

🔹 Basic Arithmetic Formulas

1. **Addition: =A1+B1**
    - **Adds values from A1 and B1.**
    - **Example: =5+3 results in 8.**
2. **Subtraction: =A1-B1**
    - **Subtracts B1 from A1.**
    - **Example: =10-4 results in 6.**
3. **Multiplication: =A1*B1**
    - **Multiplies A1 and B1.**
    - **Example: =7*3 results in 21.**
4. **Division: =A1/B1**
    - **Divides A1 by B1.**
    - **Example: =20/4 results in 5.**
5. **Exponentiation: =A1^B1**
    - **Raises A1 to the power of B1.**
    - **Example: =2^3 results in 8.**

🔹 Common Statistical Functions

1. **SUM: =SUM(A1:A10)**
    - **Adds values from cells A1 to A10.**
    - **Example: =SUM(10, 20, 30) results in 60.**
2. **AVERAGE: =AVERAGE(A1:A10)**
    - **Calculates the average of the selected range.**
    - **Example: =AVERAGE(5, 10, 15) results in 10.**
3. **COUNT: =COUNT(A1:A10)**
    - **Counts numeric values in a range.**
    - **Example: =COUNT(10, 20, "Text") results in 2 (ignores text).**
4. **MAX: =MAX(A1:A10)**
    - **Returns the highest number in a range.**
    - **Example: =MAX(12, 45, 7) results in 45.**
5. **MIN: =MIN(A1:A10)**
    - **Returns the smallest number in a range.**
    - **Example: =MIN(12, 45, 7) results in 7.**

🔹 Logical Functions

1. **IF: =IF(condition, value_if_true, value_if_false)**
    - **Checks a condition and returns a value.**
    - **Example: =IF(A1>50, "Pass", "Fail").**
2. **AND: =AND(condition1, condition2)**
    - **Returns TRUE if all conditions are true.**
    - **Example: =AND(A1>10, B1<20).**
3. **OR: =OR(condition1, condition2)**
    - **Returns TRUE if any condition is true.**
    - **Example: =OR(A1=10, B1=20).**
4. **NOT: =NOT(condition)**
    - **Reverses the result.**
    - **Example: =NOT(A1=10) results in TRUE if A1 is not 10.**

🔹 Lookup Functions

1. **VLOOKUP: =VLOOKUP(value, table, col_index, FALSE)**

- Searches for a value vertically.
- Example: =VLOOKUP(101, A2:C10, 2, FALSE).

2. **HLOOKUP:** =HLOOKUP(value, table, row_index, FALSE)
   - Searches for a value horizontally.
   - Example: =HLOOKUP("Product", A1:D3, 2, FALSE).
3. **INDEX:** =INDEX(range, row_number, [column_number])
   - Returns the value at a specific row and column.
   - Example: =INDEX(A2:C5, 2, 3).
4. **MATCH:** =MATCH(lookup_value, lookup_array, match_type)
   - Returns the position of a value in a range.
   - Example: =MATCH(25, A1:A10, 0).

🔹 Text Functions

1. **CONCATENATE (or CONCAT):** =CONCATENATE(A1, B1)
   - Joins text from multiple cells.
   - Example: =CONCATENATE("Hello", " World") results in Hello World.
2. **LEFT:** =LEFT(A1, n)
   - Extracts n characters from the left side.
   - Example: =LEFT("Excel", 2) results in Ex.
3. **RIGHT:** =RIGHT(A1, n)
   - Extracts n characters from the right side.
   - Example: =RIGHT("Excel", 2) results in el.
4. **LEN:** =LEN(A1)
   - Counts the number of characters (including spaces).
   - Example: =LEN("Excel Guide") results in 11.

Microsoft Excel - Learning Questions & Answers

Short Answer Questions

1. **What is Microsoft Excel used for?**
   - It's used for calculations, data management, analysis, charts, and visual reports.

2. **Name three key tabs in Excel and their uses.**
    - **Home: Basic formatting and editing.**
    - **Insert: Add tables, charts, images, and illustrations.**
    - **Formulas: Create complex calculations and functions.**
3. **How do you apply Conditional Formatting?**
    - **Go to Home Tab → Conditional Formatting → Set rules like highlight cells greater than 100.**
4. **What does Freeze Panes do?**
    - **It locks rows/columns, so they stay visible while you scroll.**
5. **How do you create a chart?**
    - **Select data → Insert Tab → Choose Chart Type → Customize in Chart Design Tab.**

Long Answer Questions

1. **Explain how to create and customize a Pivot Table.**
2. **Describe the difference between VLOOKUP and HLOOKUP with examples.**
3. **How do you use Data Validation to create a drop-down list?**
4. **Explain the purpose of the Review tab and how Track Changes works.**
5. **Describe how to import data from an external source into Excel.**

Microsoft Excel - Exam-Style Questions

Multiple Choice Questions (MCQs)

1. **Which tab contains Conditional Formatting?**
    - **A) Insert**
    - **B) Home ✅**
    - **C) Data**
    - **D) Review**
2. **Which function returns the largest value in a range?**
    - **A) SUM**
    - **B) AVERAGE**

- **C) COUNT**
- **D) MAX ✅**

3. **Where can you insert charts in Excel?**
   - **A) Home**
   - **B) Insert ✅**
   - **C) Data**
   - **D) Review**
4. **Which feature locks columns or rows while scrolling?**
   - **A) Split**
   - **B) Freeze Panes ✅**
   - **C) Zoom**
   - **D) Sort**
5. **Which tab helps you track changes and protect your workbook?**
   - **A) Data**
   - **B) Review ✅**
   - **C) Home**
   - **D) View**

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Title: Computer Fundamentals - Learning

Bharath Computers - Chilamathur.

Chapter 9: Microsoft PowerPoint

Microsoft PowerPoint is a powerful presentation software that allows you to create engaging slideshows with text, images, animations, and multimedia. It’s widely used for school projects, business presentations, and educational lectures. Let’s explore its detailed features!

What is Microsoft PowerPoint?

- **Microsoft PowerPoint is a presentation program developed by Microsoft.**
- **It helps create slide-based presentations with text, images, charts, animations, and multimedia.**
- **It’s commonly used in education, business, and professional settings.**

🔹 Opening Microsoft PowerPoint

1. **Start Menu → Microsoft Office → PowerPoint**
2. **Search 'PowerPoint' in the search bar**
3. **Right-click on a blank area → New → Microsoft PowerPoint Presentation**

Microsoft PowerPoint Interface

Key Components (Detailed):

- **Title Bar: Displays the presentation name and application.**
- **Ribbon: Contains multiple tabs (Home, Insert, Design, Transitions, etc.), each with commands.**
- **Quick Access Toolbar: Contains Save, Undo, Redo, and customizable shortcuts.**
- **Slides Pane: Shows the list of slides for easy navigation.**
- **Slide Area: The main workspace where you design each slide.**
- **Notes Pane: A section to add speaker notes for each slide.**
- **Status Bar: Displays the slide number, view modes, and zoom control.**

Detailed Explanation of Microsoft PowerPoint Tabs

🔹 Home Tab

- **Slides: Add a new slide, choose layout (title, content, comparison, blank).**
- **Font: Change font style, size, color, bold, italic, underline, and highlight.**
- **Paragraph: Align text, add bullets, numbering, line spacing.**
- **Drawing: Insert shapes, arrange objects, fill color, outline, effects.**

🔹 Insert Tab

- **Tables: Insert tables for data.**
- **Pictures: Add images from your computer or online.**
- **Shapes: Insert basic shapes, arrows, flowchart elements.**
- **Icons and 3D Models: Add visual icons and 3D objects.**
- **Text Box: Add extra text anywhere on the slide.**
- **Audio/Video: Insert multimedia files.**

🔹 Design Tab

- **Themes: Apply pre-made design styles.**
- **Variants: Change color combinations of the chosen theme.**

- **Customize: Set background styles and slide size.**

🔹 Transitions Tab

- **Transition Effects: Apply slide-changing effects (e.g., Fade, Push, Wipe).**
- **Duration: Set how fast or slow the transition happens.**
- **Apply to All: Use the same transition for all slides.**

🔹 Animations Tab

- **Entrance Effects: Make objects appear with effects like Fly In or Zoom.**
- **Emphasis Effects: Highlight objects with Spin or Pulse.**
- **Exit Effects: Make objects disappear (Fade Out, Disappear).**
- **Motion Paths: Move objects along a path.**
- **Animation Pane: Control the order and timing of animations.**

🔹 Slide Show Tab

- **From Beginning: Start the slideshow from the first slide.**
- **Custom Slide Show: Create a show with selected slides only.**
- **Rehearse Timings: Practice the presentation with a timer.**
- **Record Slide Show: Record voice and timings for an automated presentation.**

🔹 Review Tab

- **Spelling: Check spelling errors.**
- **Comments: Add and review feedback from others.**
- **Compare: Compare changes between two presentations.**

🔹 View Tab

- **Normal View: Default view for editing.**
- **Slide Sorter: View all slides as thumbnails.**
- **Reading View: Play the presentation within the PowerPoint window.**
- **Notes Page: Focus on speaker notes.**

Microsoft PowerPoint - Learning Questions & Answers

Short Answer Questions

1. **What is Microsoft PowerPoint used for?**
    - **PowerPoint is used to create visual presentations with slides, images, animations, and multimedia for education, business, and events.**
2. **Name three key tabs in PowerPoint and their uses.**
    - **Home: Add slides, format text, and arrange objects.**
    - **Insert: Add tables, images, shapes, multimedia.**
    - **Animations: Apply movement effects to objects on slides.**
3. **How do you apply a transition effect?**
    - **Go to Transitions Tab, select an effect, adjust the duration, and apply to all slides if needed.**
4. **What does Slide Sorter view do?**
    - **It displays all slides as thumbnails, helping you rearrange or delete slides quickly.**
5. **How do you add speaker notes?**
    - **Below the slide area, click on the Notes Pane and type notes. These won't appear on the slideshow.**

Long Answer Questions

1. **Explain how to create a professional presentation from scratch.**
2. **Describe how to add and customize animations and transitions.**
3. **How do you insert and format multimedia (audio, video)?**
4. **What's the difference between Slide Show, Reading View, and Slide Sorter?**
5. **Explain how to rehearse timings and record a presentation.**

Microsoft PowerPoint - Practical Assignment Questions

Assignment 1: Business Presentation

1. **Create a 5-slide business presentation:**
    - **Slide 1: Title and your business name.**
    - **Slide 2: Describe your product/service.**
    - **Slide 3: Show pricing details.**
    - **Slide 4: Add a customer testimonial.**
    - **Slide 5: Thank you and contact info.**
2. **Add Transitions and Animations:**
    - **Apply transitions between slides.**
    - **Animate text and images creatively.**
3. **Rehearse and Record:**
    - **Practice the presentation and record timings.**

Assignment 2: School Project Presentation

1. **Create a 6-slide presentation about your favorite topic (e.g., science, sports, technology).**
2. **Use a theme and custom layout.**
3. **Add pictures, charts, and a video clip.**
4. **Apply two different transitions and three animations.**
5. **Record your presentation with voice narration.**

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Title: Computer Fundamentals - Learning & Examination Guide

Bharath Computers - Chilamathur.

Introduction

Welcome to the Digital Learning Journey! This guide is designed to help you master computer fundamentals — from understanding how computers work to identifying their parts and functions. This section contains learning questions, answers for self-study, and exam-focused questions to test your knowledge.

Section 1: Learning Questions and Answers

Chapter 1: What is a Computer?

Q1: Define a computer.

- **A computer is an electronic device that accepts data (input), processes it using instructions, and produces an output. It can also store data for future use.**

Q2: What are the basic functions of a computer?

- **Input: Data is entered via input devices like a keyboard.**
- **Processing: The CPU processes the data.**
- **Storage: Saves information to memory.**
- **Output: Shows results on devices like a monitor.**
- **Control: Manages how all parts work together.**

Q3: What are the characteristics of a computer?

- **Speed, accuracy, automation, versatility, storage, connectivity, multitasking.**

Chapter 2: Evolution of Computers

Q1: Name the five generations of computers.

- **First Generation: Vacuum tubes (1940s-1950s)**
- **Second Generation: Transistors (1950s-1960s)**
- **Third Generation: Integrated circuits (1960s-1970s)**
- **Fourth Generation: Microprocessors (1970s-present)**
- **Fifth Generation: Artificial Intelligence and quantum computing (present & beyond)**

Q2: What major advancements came with each generation?

- **Faster speed, smaller size, better reliability, improved storage, user-friendly interfaces.**

Chapter 3: Parts of a Computer

Q1: List the major hardware components of a computer.

- **Input Devices: Keyboard, mouse, microphone, scanner.**
- **Output Devices: Monitor, printer, speakers.**
- **CPU: The brain of the computer.**
- **Memory: RAM, ROM, Cache, Virtual memory.**
- **Storage Devices: HDD, SSD, USB drives.**
- **Motherboard: Connects all parts together.**
- **Power Supply: Converts electricity to usable power.**

Q2: What are the types of memory?

- **RAM: Temporary memory, faster.**

- **ROM: Permanent memory for essential functions.**
- **Cache: Faster than RAM, stores frequently used data.**
- **Virtual Memory: Extends RAM by using part of the hard drive.**

Q3: What's the difference between hardware and software?

- **Hardware: Physical components of a computer.**
- **Software: Programs and instructions that tell the computer what to do.**

Chapter 4: How Does a Computer Work?

Q1: Describe how a computer processes data.

- **Input: Data is entered.**
- **Processing: CPU interprets the data.**
- **Storage: Data is saved in memory.**
- **Output: Results are displayed.**

Q2: Explain binary data representation.

- **Computers use binary (0s and 1s). Each character is a unique binary code.**
  - **1 Bit: Smallest unit of data.**
  - **1 Byte: 8 bits.**
  - **1 KB: 1024 bytes.**
  - **1 MB: 1024 KB.**
  - **1 GB: 1024 MB.**

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Section 2: Exam-Style Questions

Multiple Choice Questions (10 Marks)

1. Which generation introduced microprocessors?
   - A) First
   - B) Second
   - C) Third
   - D) Fourth ✅
2. What does CPU stand for?
   - A) Central Processing Unit ✅
   - B) Computer Program Unit
   - C) Core Processing Unit
   - D) Control Program Unit
3. Which memory is volatile?
   - A) ROM
   - B) Cache
   - C) RAM ✅
   - D) Hard Disk
4. What is an example of an output device?
   - A) Keyboard
   - B) Scanner
   - C) Monitor ✅
   - D) Mouse
5. Which of these is an application software?
   - A) BIOS
   - B) Linux
   - C) Microsoft Word ✅
   - D) Windows

Short Answer Questions (10 Marks)

1. Define software and list its types.
2. Explain the difference between RAM and ROM.
3. What is an operating system? Give two examples.
4. List three input devices and their uses.
5. Describe the role of the CPU.

Long Answer Questions (10 Marks)

1. **Explain the evolution of computers, detailing each generation.**
2. **Describe the complete process of how a computer works, from input to output.**
3. **Compare and contrast different types of memory.**
4. **Why is a computer called a “multitasking machine”? Give examples.**
5. **Explain the importance of software and how it interacts with hardware.**
6. **_____**

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MS Paint - Learning Questions & Answers

Short Answer Questions (with Answers)

1. **What is MS Paint used for?**
   - **It’s a basic graphics program for creating and editing images.**
2. **How do you start MS Paint?**
   - **Start Menu → Accessories → Paint or Windows + R → 'mspaint'.**
3. **Name three tools and their functions.**
   - **Pencil: Draws freehand.**
   - **Fill Tool: Fills an area with color.**
   - **Eraser: Erases parts of the image.**
4. **What does the Transparent Selection feature do?**
   - **It removes the background of a selected part.**
5. **How do you resize an image in MS Paint?**
   - **Go to Resize → Adjust by percentage or pixels.**

Long Answer Questions (with Answers)

1. **Explain the MS Paint interface.**
   - **It consists of the title bar, menu bar, toolbar, canvas, color palette, and status bar.**
2. **How do you create an image from scratch in MS Paint?**
   - **Open Paint → Select tools (Pencil, Brush, Shapes) → Add color → Save the file.**
3. **Describe the advanced options in Paint.**
   - **Resize, Rotate, Transparent Selection, Save As, Set as Background, and Print.**
4. **How do you add text to an image?**
   - **Select Text Tool → Click on the canvas → Type text → Adjust font and size.**

5. **How can you save an image in different formats?**
    - **Go to File → Save As → Choose format (BMP, JPEG, PNG, GIF, etc.).**

MS Paint - Exam-Style Questions

Multiple Choice Questions (MCQs)

1. **Which tool is used to draw freehand lines?**
    - **A) Line Tool**
    - **B) Pencil Tool ✅**
    - **C) Brush Tool**
    - **D) Eraser**
2. **Which file format supports transparent backgrounds?**
    - **A) BMP**
    - **B) JPEG**
    - **C) PNG ✅**
    - **D) TIFF**
3. **How do you start MS Paint quickly?**
    - **A) Windows + P**
    - **B) Windows + R, then type 'paint' ✅**
    - **C) Ctrl + P**
    - **D) Alt + Shift + P**
4. **Which tool is used to fill an area with color?**
    - **A) Brush Tool**
    - **B) Pencil Tool**
    - **C) Fill Tool ✅**
    - **D) Shape Tool**
5. **What does 'Transparent Selection' do?**
    - **A) Changes the background color**
    - **B) Removes the background ✅**
    - **C) Makes the shape glow**
    - **D) Zooms the image**

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Chapter 8: Microsoft Excel

Short Answer Questions (with Answers)

1. **What is a formula in Excel?**
   - **A formula is an equation that performs calculations using cell values, numbers, and operators (e.g., =A1+B1).**
2. **What is the difference between a formula and a function?**
   - **A formula is a custom equation (e.g., =A1+B1), while a function is a built-in operation (e.g., =SUM(A1:A10)).**
3. **How do you write a formula in Excel?**
   - **Start with an equal sign (=), then add the cells, numbers, or functions (e.g., =A1*B1).**
4. **What does the SUM function do?**
   - **It adds a range of numbers. Example: =SUM(A1:A5) adds values from A1 to A5.**
5. **How do you use the IF function?**
   - **The IF function checks a condition and gives one result if true and another if false. Example: =IF(A1>50, "Pass", "Fail").**

Long Answer Questions

1. **Explain VLOOKUP with an example.**

- **VLOOKUP (Vertical Lookup) searches for a value in the first column of a range and returns data from another column.**
- **Example: =VLOOKUP(102, A2:C10, 2, FALSE)**
  - **102: The value to find.**
  - **A2:C10: The data range.**
  - **2: Return data from the second column.**
  - **FALSE: Exact match.**

2. **Describe how to create a nested IF formula.**
   - **A nested IF combines multiple IF functions.**
   - **Example: =IF(A1>80, "Excellent", IF(A1>50, "Good", "Fail"))**
     - **If A1 > 80, it shows "Excellent."**
     - **If A1 > 50 but ≤ 80, it shows "Good."**
     - **Otherwise, it shows "Fail."**
3. **Explain how to combine text in Excel using CONCATENATE.**
   - **The CONCATENATE (or CONCAT) function joins text from multiple cells.**
   - **Example: =CONCATENATE(A1, " ", B1)**
     - **If A1 = "John" and B1 = "Doe," the result is "John Doe."**
4. **What is the purpose of the COUNTIF function?**
   - **COUNTIF counts cells that meet a condition.**
   - **Example: =COUNTIF(A1:A10, ">50") counts cells with values greater than 50.**
5. **Explain the difference between relative, absolute, and mixed cell references.**
   - **Relative Reference (A1): Changes when copied.**
   - **Absolute Reference (A1): Stays fixed when copied.**
   - **Mixed Reference (A$1 or $A1): Part stays fixed.**

Microsoft Excel - Practical Assignment Questions

Assignment 1: Sales Report Analysis

1. **Create a table for product sales:**
   - **Columns: Product, Price, Quantity, Total Sale.**
   - **Calculate Total Sale using the formula: =Price*Quantity.**
2. **Add Conditional Formatting:**
   - **Highlight Total Sale above 1000 in green.**
3. **Insert a Chart:**
   - **Create a bar chart showing Product vs Total Sale.**
4. **Calculate Total Revenue:**
   - **Use =SUM(Total Sale Column).**

Assignment 2: Student Marks Sheet

1. **Create a student marks table:**
    - **Subjects: Math, English, Science, Total, Percentage, Result.**
    - **Calculate Total using =SUM(Subjects).**
    - **Calculate Percentage using =Total/300*100.**
    - **Use IF to show Result as "Pass" or "Fail" (Pass if Percentage ≥ 40%).**
2. **Apply Conditional Formatting:**
    - **Highlight students with over 80% in green.**
    - **Highlight failed students in red.**
3. **Create a Pie Chart:**
    - **Show the number of students who passed vs failed.**

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Chapter 9: Microsoft PowerPoint

Group Project Assignment:

- **Create a collaborative 10-slide presentation on a social topic (e.g., climate change, AI in daily life).**
- **Each student works on 2 slides.**
- **Include images, charts, animations, transitions, and voice narration.**
- **Present it as a team, and one member records the final version.**

Scenario-Based Task:

- **You’re hired to create a marketing pitch for a new product (e.g., a smart gadget).**
- **Design 7-8 slides explaining the product features, pricing, and target audience.**
- **Add motion paths, custom animations, and background music.**
- **End with a "Call to Action" slide encouraging people to buy the product.**

Final PowerPoint Quiz:

1. **Which tab contains design themes?**
    - **A) Home**
    - **B) Design ✅**
    - **C) View**
    - **D) Insert**
2. **How do you record your voice narration in a slideshow?**
    - **A) Slide Show → Record Slide Show ✅**
    - **B) Insert → Audio → Record**
    - **C) View → Presenter Mode**
    - **D) Review → Comments**
3. **What's the purpose of the Animation Pane?**
    - **A) Change slide layout**
    - **B) Adjust slide timings**
    - **C) Control the order and timing of animations ✅**
    - **D) Insert multimedia files**
4. **How do you create a self-running, timed presentation?**
    - **A) Add Transitions**
    - **B) Rehearse Timings ✅**
    - **C) Use Slide Sorter**
    - **D) Apply Animations**
5. **What's the difference between "Entrance" and "Exit" animations?**
    - **Entrance: Makes an object appear on the slide ✅**
    - **Exit: Makes an object leave the slide ✅**

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BHARATH COMPUTERS - CHILAMATHUR

COMPUTER FUNDAMENTALS

ASSIGNMENT - 01 Max : 25 Marks

Name: _____ Class: _____

PH.no : _____ School : _____

Part-A **6 X 3** =18 Marks

I. Answer the of the following Questions. Each Question carries FIVE marks

1. How would you define Computers? Explain the Types of Computers ?

2. Describe the Characteristics of the computers ?

3. Explain the Generation of the computers ?

4. What is micro computer? Give its advantages & disadvantages ?

5. What is mini computer? Give its advantages & disadvantages ?

6. Define Input Devices . Give Examples?

7. Suppose In Our Street we are facing some drinage or Dirty Write a leave Letter to Municipal Chairman to resolve Your Street Problems ?

Part - B 1x 7 = 7 Marks

1. In _____ Generation computer used vaccum tubes technology & _____ was the language of these computers.

2. The second generation was developed by using _____.

3. In First Generation computers used _____ technology & machine language was the language of these computers.

4. Full form of C P U is _____

5. 1 byte = _____ bits.

6. The Father of Computers was _____.

7. Example for output Devices _____.

ANSWERS

02

Comparison between generations of computers:

First Generation	Second Generation	Third Generation	Fourth Generation	Fifth Generation
Use of Vacuum tubes	Use of transistors and diodes	Use of ICs	Used of LSI, and VLSI	Use of ICs with ULSI technology
Limited storage capacity	Increased storage capacity	More flexibility with input/output	Increased storage	Based on artificial intelligence
Slow speed	Faster speed	Smaller in size and better performance	Considerably faster and smaller	Very fast
Problems of over-heating	Reduction in size and heat generation	Extensive use of high-level languages	Modular design, versatility and compatibility	Larger capacity storage(RAID, optical disks)
	High-level programming languages (COBOL, FORTRAIN)	Remote processing and time sharing	Sophisticated programs and languages for special applications	Support for more complex applications

Types of Computer:

Computers can be broadly classified by their speed and computing power

S.No	Type	Specifications
1	PC (Personal Computer)	It is a single user computer system having moderately powerful microprocessor
2	Workstation	It is also a single user computer system, similar to personal computer however a more powerful microprocessor.
3	Mini Computer	It is a multi-user computer system, capable of supporting hundreds of users simultaneously.
4	Main Frame	It is a multi-user computer system, capable of supporting thousands of users simultaneously.
5	Supercomputer	It is an extremely fast computer, which can execute hundreds of millions of instructions per second.

Leave Letter Format

To,

The Principal/ Employer,

(Name of the School/Organisation)

(Address of the School/Organisation)

Date:

Subject:

Respected/Dear Sir/Ma’am,

Body of the letter

Thanking You,

Your’s Sincerely,

Signature

(Name of the student)

(Class and Section of the student/ Designation of the employee)

EX: – Leave Application to the Class Teacher for Sick Leave by Parents

To,

The Class Teacher,

Z.P . High School,

Chilamathur.

Date: 21 June 2022,

Place: Chilamathur.

Subject – Sick Leave application

Respected Sir,

I am writing this letter in order to inform you that my daughter Deepa , a student of Class X, has been Suffering with Covid-19 yesterday. Thus, the doctor has told her to take complete rest and also isolate herself so that the other family members do not get infected. I, therefore, request you to kindly grant her 15 days’ leave for recovery, i.e, from 21 June 2023 to 5 July 2023. Also, I have attached her medical certificate with this leave application. I assure you she shall attend the classes regularly post-recovery.

Thanking you,

Yours sincerely,

Deepa.

PART B ANSWERS

1. First Generation and , Machine language.

2. Transistors

3. Vaccum Tubes

4. Control Processing Unit

5. 8 bits

6. Charles Barbej

7. monitors , printers, speakers,headphones, projectors, optical mark rea5ders etc.,

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