



**Shri Shankaracharya Institute of Professional Management &
Technology, Raipur**

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Roll No.:

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Enrollment No.:

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Course: B.Tech **Semester:** 2nd

Branch: COMPUTER SCIENCE AND ENGINEERING

Subject Name: FUNDAMENTALS OF COMPUTER

Subject Code:

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PART - I

Q1> WORD PROCESSOR:

Ans⇒ A word processor is a device or computer program that provides for input, editing, formatting, and output of text, often with some additional features. Early word processors were stand-alone devices dedicated to the function, but current word processors are word processor programs running on general purpose computers.

Q2> Search Engine:

Ans⇒ A search engine is a web based tool that is used by people to locate information on the internet. Some of the most popular examples of search engines:

① Google, ② Bing, ③ Yahoo!, ④ MSN search.

Q3>

Ans⇒ WWW: The world wide web (www) commonly known as www, w3 or the web is an interconnected system of public webpages accessible through the internet. Ex: ① HTML, ② http, ③ URL.

Ex: ① Opera gx, ② Microsoft edge, ③ ~~MSN~~

Web-browser: A web browser (commonly referred to as a browser) is application software for accessing the world wide web.

- Ex: ① Opera GX.
② Microsoft Edge.

Q3 ➤

Q4 ➤ Email

Sol → E-mail stands for electronic mail is information stored on a computer that is exchanged between two users over telecommunications. More, ~~plainly~~, e-mail is a message that plainly, e-mail is a message that may contain text, files, images, or other attachments sent through a network to a specified individual or group of individuals.

- Ex: ① Gmail,
② Rediff,
etc.

Q5

Part → II

Q5

Ans ⇒ URL: It stands for Uniform Resource Locator. A URL is nothing more than the address of a given unique resource on the web. In theory, each valid URL points to a unique resource. So such resources can be an HTML page, a CSS document, an image, etc. In practice, there are some exceptions, the most common being a URL pointing to a resource that no longer exists or that has moved. As the resource represented by the URL and the URL itself are handled by the web browser, it is up to the owner of the web server to carefully manage that resource and it is associated URL.

ISP: An ISP (Internet service provider) is a company that provides individual and other related services such as web site building and virtual hosting. An ISP has the equipment and the telecommunication line access required to have a point-of-presence on the internet for the geographic area served.

The larger ISPs have their own high-speed leased lines so that they are less dependent on the telecommunication providers and can provide better service to their customers. Among the largest national and regional ISPs are AT&T WordNet, IBM Global Network, MCI, Netcom, UUNet, and PSI Net.

Q2>

Ans ⇒ Mail Merge is most often used to print or email form letters to multiple recipients.

The steps of mail merge in MS-word

Explaining & below:

Step 1: In a blank Microsoft Word document, click on the "Mailings" tab, and in the "Start Mail Merge" group, click "Start Mail Merge".

Step 2: Click "Step-by-step Mail Merge Wizard".

Step 3: Select your document type. In this ~~demo~~ we will select letters. Click Next: "Starting document".

Step 4: Select the starting documents.
In this we will use the current (blank) document. Select Use the current document and the click Next: select Recipients.

Step 5: Select recipients. In this demo we will create a new list, so Select Type a new list and then click Create.

- Create a list by adding data in the "New Address" list dialog box and clicking "OK".
- Save the list.
- Note that now that a list has been created, the Mail Merge wizard reverts to use an existing list and you have the option to edit the recipient list.
- Selecting "Edit recipient" list opens up the "Mail Merge Recipients" dialog box. Click OK to accept the list as is.
- click "Next: Write your letter".

Step 6: Write the letter and add custom fields.

- click "Address block" to add the recipients addresses at the top of the document.
- Insert Address Block.

Step-7: Press **Enter** on your keyboard and click Greeting line ---- to enter a greeting.

Step-8: In the "Insert Greeting line" dialog box, choose the greeting line format by clicking the drop-down arrows and selecting the options of your choice, and then click "OK".

Step 9: Note that the address block and greeting line are surrounded by chevrons (<>). Write a short letter and click Next: Preview your letters.

→ Preview your letter and click "Next:
• complete the merge".

→ Click Print to print your letters or Edit individual letters to further personalise some or all of the letters.

Ans: All Nine pillars of mission Digital India are:

1) Broad-Band Highways:

- There include three components of broadband highways namely Rural Broadband, Urban Broadband and National Information Infrastructure.

2) Universal Access to Mobile Connectivity:

- This includes to increase mobile network penetration in the country and spread the connectivity to all uncovered villages.

3.) Public Internet Access Programme:

- This includes establishments of common service centres and post offices as multi-service centres.

→ The government plans to establish around 2.5 lakh common service centres i.e. one in each gram panchayat.

4.) E-governance : Reforming Government through Technology:

- It encompasses the development and modification of governance by means of digital knowledge.

→ Reforming Government through Technology
Government Business process Re-engineering
using IT to improve transactions
is the most critical for
transformation across government
and therefore needs to be implemented
by all ministries / departments.

⑤ E-Kranti: Information for all open
data platform and online hosting
of information and documents would
facilitate open and easy access
to information for citizens.

- E-Education.
- E-Helpline Healthcare.
- Technology for Farmers.

⑥ Electronics Manufacturing: It targets
NET ZERO imports is a striking
demonstration of intent. This ambitious
goal requires coordinated action on
many fronts. Taxation, incentives
Economies of scale, eliminate cost
disadvantages.

7.) IT for jobs: It facilitates the
training of individuals from smaller
towns and villages for IT sector
jobs.

⑧ Early Harvest Programs :

This comprises numerous programs including mass messaging platforms and apps for broadening information with respecting of government programmes, E-greetings to substitute the government greetings, biometric attendances in government offices, wifi in all universities, etc.

⑨ Information for All :

- The development of an open data platform was initiated by the Government in order to offer various projects and related data to all common people through the internet platform (data.gov.in).
- My Gov.in, a website launched by the government to engage citizens to get their suggestions and ideas over the online platform.
- As a part of this initiative, the government planned to engage with citizens through social media & the above-mentioned website.

Q1>

Ans \Rightarrow * Create a formula that refers to values in other cells.

* Select a cell.

* Type the equal sign = ~~Note: Formulas~~ in excel always begin with the equal sign. Select a cell or type its address in the selected cell.

* Enter an operator.

* ~~E~~ Select the next cell, or type its address in the selected cell.

* Please enter.

Five Formula in MS excel are:

1.) Sum: The sum function is the first must known formula in Excel. It usually aggregates values from a selection of columns or rows from your related selected range.
 $= \text{sum}(\text{number } 1, \text{number } 2, \dots)$.

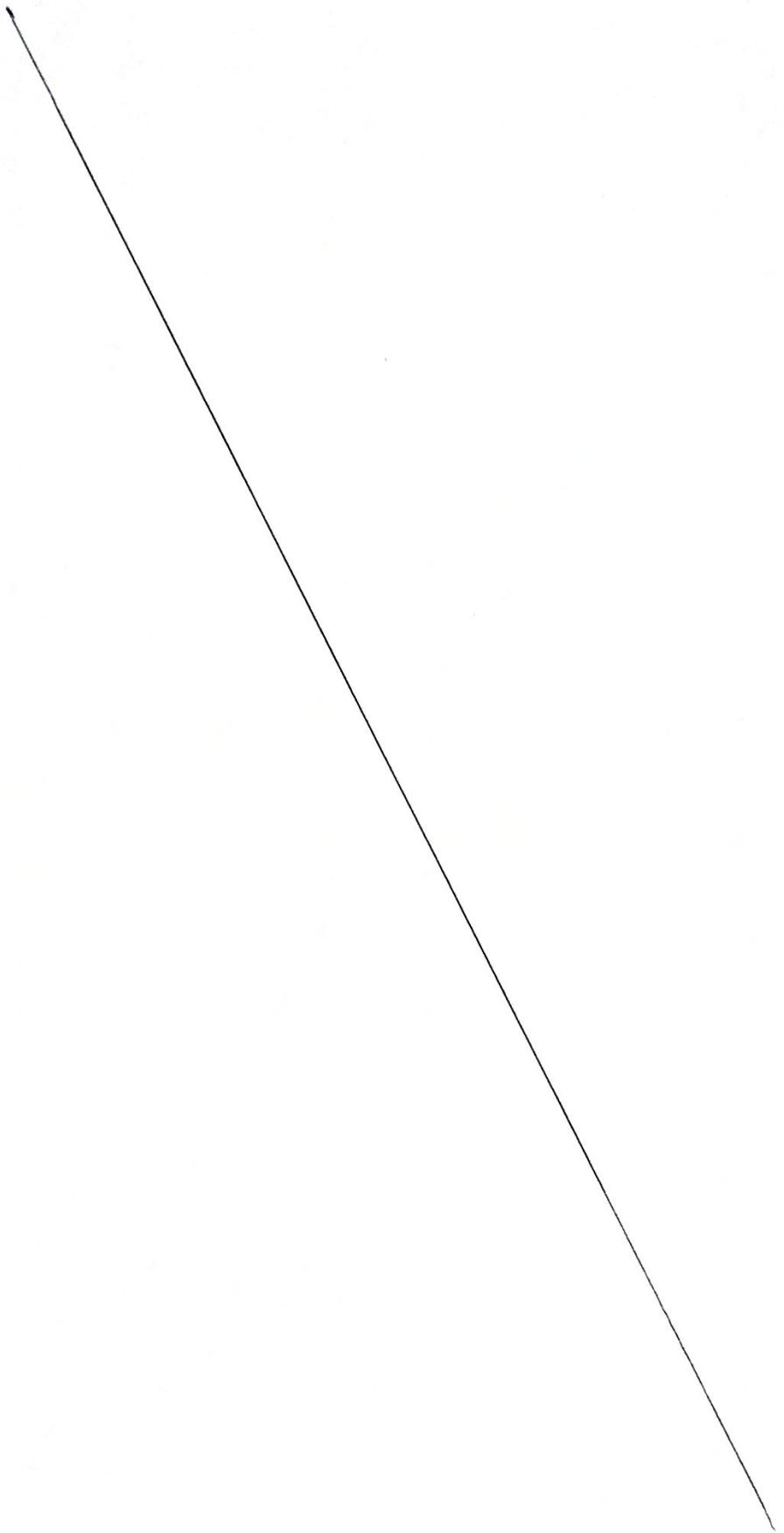
2.) Average: The Average function should remind you of simple averages of data such as the average no. of share holders in a given shareholding pool.

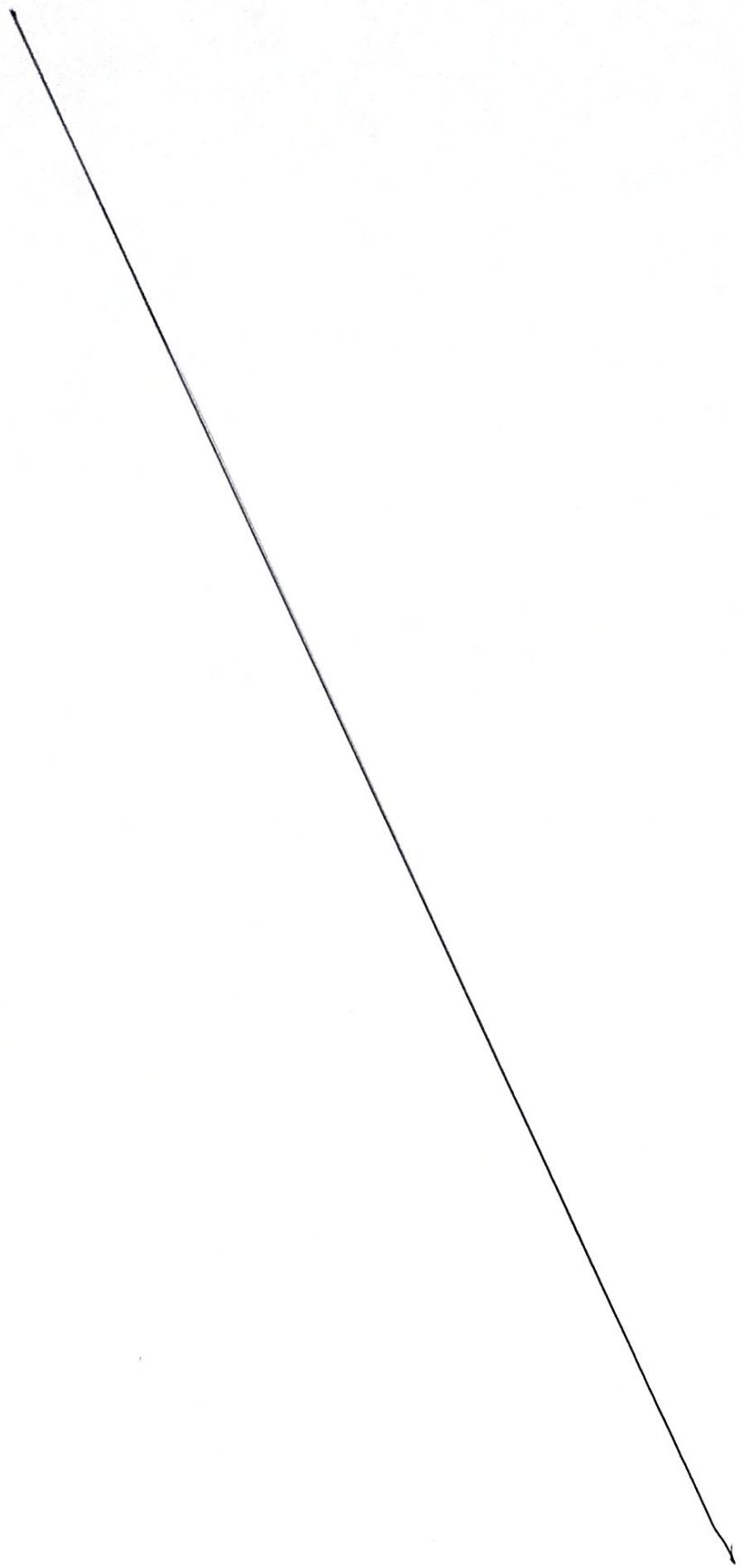
$= \text{Average}(\text{number } 1, \text{number } 2 \dots)$

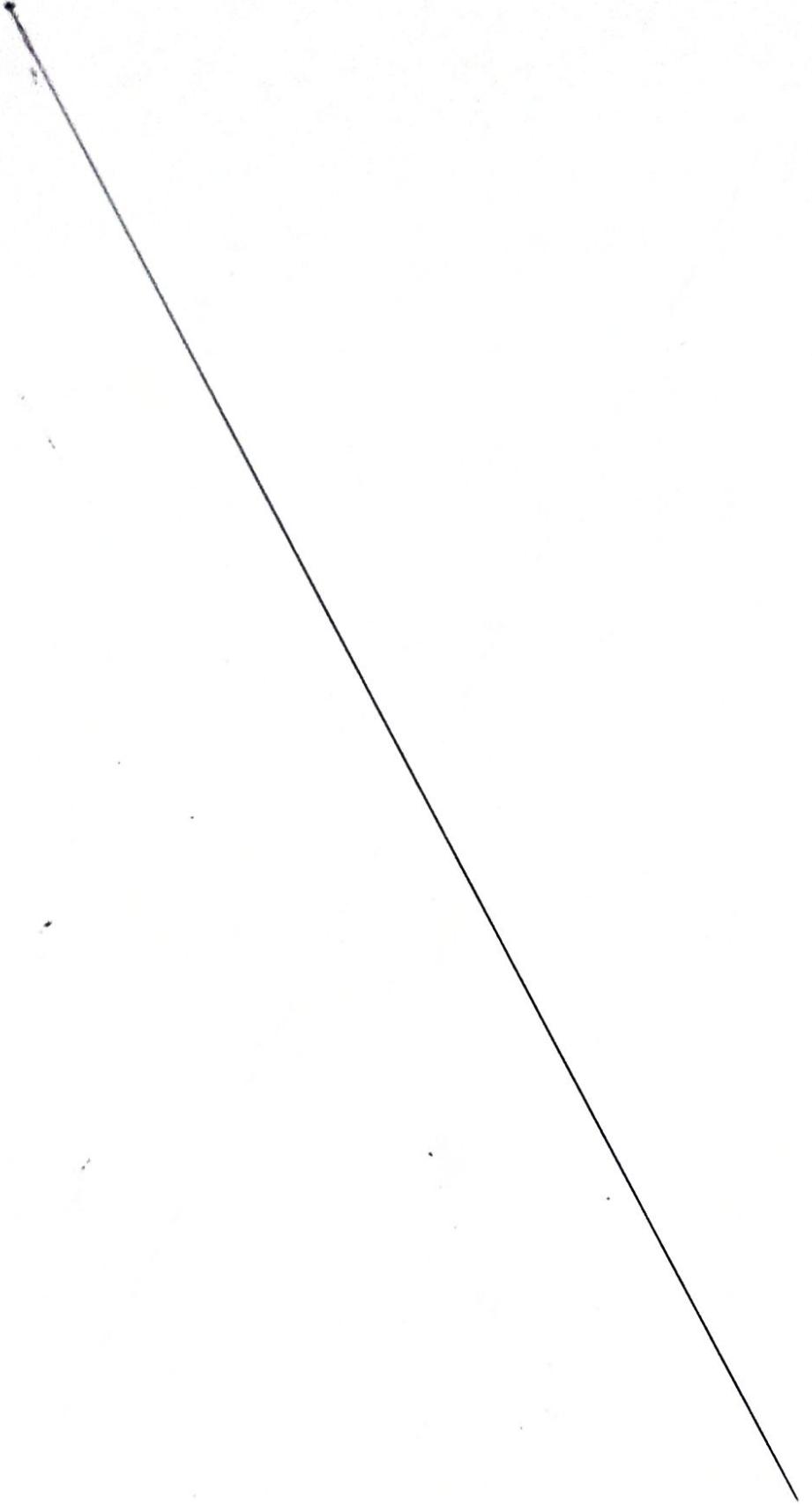
3.) Count: The count function counts all cells in a given range that contains only numeric values.
= COUNT (value1, value2, ...)

4.) Max & Min: The max & min functions help in finding the maximum number and the minimum number in a range of values.
= MIN (number1, number2, ...)

5.) Trim: The trim function makes sure your functions do not set return errors due to unruly spaces. It ensures that all empty spaces are eliminated. Unlike other functions that can operate on a range of cells. Trim only operates on a single cell.
= TRIM (text).







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