**1. What is an Algorithm?**

An algorithm is a step-by-step set of instructions or rules designed to solve a specific problem or perform a specific task. It is a fundamental concept in computer science and programming, where algorithms are used to perform computations, data processing, and automated reasoning.

**Characteristics:**

**Input:** Accepts data as input.

**Output:** Produces a result as output.

**Definiteness:** Each step is clearly defined.

**Finiteness:** The algorithm must terminate after a finite number of steps.

**Effectiveness:** Each step can be performed in a finite amount of time.

To add two numbers:

1. Start.
2. Input two numbers, A and B.
3. Compute the sum, C = A + B.
4. Output C.
5. End.

**2. What is a Flowchart?**

A flowchart is a graphical representation of a process or algorithm. It uses various symbols to represent different steps and shows the sequence of operations visually. Flowcharts are widely used for problem-solving, process planning, and understanding workflows.Flowcharts are helpful for visualizing complex algorithms or workflows, making them easier to understand and debug.

**Flowchart Symbols:**

**Oval (Ellipse):** Represents the start or end of a process.

**Rectangle:** Represents a process or operation.

**Diamond:** Represents a decision point (e.g., Yes/No).

**Arrow:** Shows the flow of the process.

**Example:**

A flowchart for adding two numbers might look like this:

1. Start (Oval).
2. Input two numbers (Rectangle).
3. Add the numbers (Rectangle).
4. Display the result (Rectangle).
5. End (Oval).