## SOLVED ASSIGNMENT OF FA-1

**CLASS: 7$^{TH}$**

**Chapter 1 "COMPUTER FUNDAMENTALS"**

**Page 3-Practice Zone**

1. Machine 2. Mnemonics 3. High level 4. Fortran, Pascal

**Page 12-Practice Zone: Do it by yourself**

**Assessment Zone**

**A**. 1. b) 2. b) 3. d) 4. c)

**B.** 1. Operating system

2. Proprietary

3. Petabyte, zettabyte

4. Utility

5. Open-Source

**C.** 1. Disk Cleanup 2. Access 3. iOS  4. Antivirus 5. Adobe InDesign 6. PowerPoint

**D.** 1. False 2. False 3. True 4. True 5. False

**E.** 1. 1111110 2. 1001100 3. 10101100 4. 1000000000

**F.** 1. 62 2. 49 3. 83 4. 235

**G. Ans1.** a) High-level language is the language in which programs are written using English like words and mathematical symbols. It is very easy for programmers to learn and use high-level languages. Examples of high-level languages are Basic, Fortran, Pascal, C, C++ and Java. Machine language is the language in which instructions are given in the form of strings of 0s and 1s. Machine language programs are understood by the computer without any translations and hence, are executed very fast as compared to programs written in other languages. Machine language programs are machine dependent, that is, the program written for one computer may not work on another.

b)  A compiler converts a program or a source code written in a high-level language into the machine language before execution. It runs through the entire high-level language program in one go and reports all the errors it finds in the source code along with the line numbers. After all the errors are removed, the compiler gives the machine-level equivalent code called the object program or the object code. An interpreter is a language processor that works by reading and executing the source code of a high level language program line by line. If there

is an error in any line, it reports it at the same time and program execution cannot resume until the error is rectified. The object code produced by the interpreter cannot be saved. So, every time the program is run, it needs to be interpreted again to obtain the object code.

c) Application software is a set of programs designed to help the user to perform specific tasks. Numerous application software programs have been developed over the years to serve different purposes. We can choose application software depending upon our requirements. System software is required to control the operations of a computer system. It helps to manage and run the computer hardware in an efficient manner. It controls all operations like reading data from input devices, transmitting processed information to output devices, checking system components and converting data/instructions to a form that a computer can understand.

**Ans2.** Application software can be divided into two categories.   General purpose application software is developed keeping in mind the needs and requirements of general people. Example, Word processing Software, Spread sheet Software, Database Management System, etc.

Specific purpose application software is developed keeping in mind the requirements of an organisation or an individual. Example, Accounting Management software, Reservation system, Human Resource Management system, etc.

**Ans3.** The operating system acts as a resource manager by allocating these resources to specific programs and applications as and when required. It also ensures that the computer hardware is used in an efficient manner.

**Ans4.** Open source software allows the source code to be accessible to the users and organisations so that they may study and change it to achieve new levels of quality, growth and innovation. Examples, Ubuntu and Android.

## Chapter 2  "CALCULATIONS IN MICROSOFT EXCEL 2013"

Assessment Zone

A. 1. c) 2. a) 3. c) 4. a)

B. 1. Arguments

   2. #NAME?

   3. Product

   4. Operators

   5. AutoSum

   6. Count

**C.** 1. =Sum(B2:B5)/C7

2. =(C12 * C13)/D18

3. = (B6 - A6)*C6

4. =MAX(A1:B20)

5. =Average(E5:I5)

6. =Sum(A1:D1)

**D. Ans1**. Formulas are predefined functions that can be applied directly to perform calculations in Excel.

**Ans2.** Operators are the special symbols such as +, -, &, etc., used for specifying the type of operation to be performed. The different types of operators include the arithmetic and the text operators.

**Ans3.** The AutoSum feature let us calculate the sum of data arranged in contiguous rows or columns quickly. When you click AutoSum, Excel highlights the range of data and enters a formula (that uses the SUM function) automatically to add up the numbers. If you are satisfied with the range, you can press the Enter button to calculate the sum.

**Ans4.** Functions are predefined formulas that can be applied directly to perform calculations in Excel. A function in Excel has three parts.

1. Equal to sign (=): All functions must start with an equal to sign.

2. F unction Name: It is the name of the function that help us in specifying the type of operation to be performed on the values.

3. Arguments: The cell references containing values passed to a function to be used for calculations are called arguments.

<p style="text-align:center"><strong><u>SOLVED ASSIGNMENT OF FA-2</u></strong></p>

## Chapter 3 "CHARTS IN MICROSOFT EXCEL 2013"

**Page 42-Practice Zone**

1. e) 2. c) 3. d) 4. f) 5. a) 6. b)

**Page 46-Practice Zone**

1. Bar Chart

2. Pie Chart

3. Line Chart

**Assessment Zone**

**A.** 1. d) 2. d) 3. a) 4. a)

**B.** 1. insert  2. data marker 3. bar 4. design 5. Pie

**C.** 1. False  2. False   3. True 4. True 5. True

**D. Ans1.** Charts are graphical representation of worksheet data. Data when represented in the form of charts makes it easier for users to quickly understand, compare and find patterns and relationships. Data represented using charts can be easily understood, interpreted and analysed.

**Ans2.** Gridlines are the horizontal or the vertical lines in the plot area. These lines make it easier to identify the value of each data point on the chart.   The legend identifies each data series in a chart. Each data series is assigned a unique colour or pattern to differentiate one data series from another.

**Ans3**. A **bar chart** displays the comparisons among individual items as sets of horizontal bars. A bar chart is similar to a column chart except that in this type of chart, the values are represented on the horizontal axis whereas categories are represented on the vertical axis.

A **column chart** is used to depict comparisons among different items of data or changes in data trend over a period of time. In this type of chart, values are represented on the vertical axis whereas categories are represented on the horizontal axis.

**Ans4**. a) Steps to insert a chart:

1. Select the range of cells containing the data (including the column titles and the row labels) to be plotted on the chart.

2. Click on the Insert tab.

3. Click and select the desired chart category in the Charts group. We will plot a Column Chart for the data series in this example. Click on the Column option in the Charts group. A drop-down list of chart subtypes is displayed.

4. Select the desired chart sub-type. In this case, click on the Clustered Column chart sub-type. The chart appears in the worksheet. Two new tabs, Design and Format, appear in the Ribbon whenever you click on the chart.

b) To add legend follow the given steps:

1. Click on the Legend option in the Add Chart Element drop-down list.

2. Choose the appropriate option for the placement of legend in the chart area.

c) Click on the chart and choose an appropriate style in the Chart Styles group on the Design tab.