


**INFORMATION COMMU.
TECHNOLOGY
ASSIGNMENT
M.Ed. I Sem.
SESSION – 2021-23**


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Q1 Describe the historical history of computer by referring to different generation of it.

Ans. Generation of Computers :->

The computer has evolved from a large sized simple calculating machine to a smaller but much more powerful machine.

The evolution of computer is designed based on the current state is defined in terms of the generation of computer.

First Generation Computers (1940-1956)

The first computers used vacuum tubes for circuitry and magnetic drums for memory. They were often enormous and taking up entire room. They relied on machine language. They were very expensive to operate and in addition to using a great deal of electricity, generated a lot of heat which was often the cause of malfunctions.

The UNIVAC and ENIAC computers are examples of first generation computing devices.

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[Faint handwritten text in Hindi, likely a student's introduction or notes related to the experiment.]

कंप्यूटर की पीढ़ियां

First Generation **Second Generation**

Third Generation **Fourth Generation** **Fifth Generation**

[A red arrow points from the 'Fourth Generation' label to the 'Teacher's Signature' line at the bottom of the page.]

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Teacher's Signature *[Handwritten Signature]*

Second Generation Computers (1956-1963)

Second-generation computers moved from cryptic binary machine language to symbolic. Transistors replaced vacuum tubes and ushered in it. High level programming languages were also being developed at this time, such as early versions of COBOL and FORTRAN. These were also the first computers that stored their instructions in their memory.

Third Generation Computers (1964-1971)

The development of the integrated circuit was the hallmark of the third generation of computers. Transistors were miniaturized and placed on silicon chips, called semiconductors. Instead of punched cards and printouts, users interacted with third generation computers through keyboards and monitors and interfaced with an operating system. Allowed the device to run many different applications at one time.



Fourth Generation Computers (1971 - Present)

The microprocessor brought the fourth generation of computers, as thousands of integrated circuits were built onto a single silicon chip. The Intel 4004 chip, developed in 1971, located all the components of the computer, from the central processing unit and memory to input/output control on a single chip. Fourth generation computers also saw the development of GUIs: the mouse and hand-held devices.

Fifth Generation Computers (Present and beyond)


Fifth generation computing devices, based on artificial intelligence. They are still in development, though there are some applications, such as voices recognition. The use of parallel processing and superconductors is helping to make artificial intelligence a reality. The goal of fifth-generation computing is to develop devices that respond to natural language input and the capable of learning and self-organization.

Uses of Computers in various fields :->

1. Home Budget :-> The computer can be used to manage Home Budget. You can easily calculate your expenses and income.
2. Computer games :-> An important use of computers at home is playing games. Different types of games are available.
3. Working from Home :-> People can manage the office work at home. The owner of the company can check the work of employees from home.
4. Entertainment :-> People can find entertainment on the internet. They can watch movies, listen to songs and watch videos download different stuff.
5. Information :-> People can find any type of information on the internet. Educational and informative websites are available to download books, tutorials etc.
6. In Education :-> Computers are used in education fields like computer aided Learning (CAL), distance Learning, Online Examination, Online Training Resources, etc.

7. In Business \Rightarrow The use of computer technology in business provide many facilities like Marketing, Stock Exchange etc.

8. In the field Medical \Rightarrow The use of computer technology in in medical field like Hospital management system, Patient History, Patients Monitoring, Life support system, Diagnosis purposes, etc.

	Experiment
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Keyboard



Mouse



Joystick



Trackball



Scanner



Touchscreen




Webcam



Microphone

Common Input Devices of Computer

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Q2. Describe the various input, output and storage devices of computer.

Ans Input Devices :- The electromagnetic devices that accept data or a set of instructions from the outside world and then translate that data into machine readable and understandable form are known as input devices. An input device input data and instructions into electrical signals (binary form) that can be accepted by the computer. There are a large variety of input devices which are available. These are;

1. Keyboard
2. Mouse
3. Joystick
4. Light Pen
5. Scanner
6. Optical Character Recognition (OCR)
7. Barcode Reader
8. Web Camera
9. Graphic Tablet
10. Digital Camera

1. Keyboard :- For entering data into a computer, the keyboard is

the keyboard most important common and commonly used input device. It contains various keys for entering letters, numbers, characters. Although there are some additional keys for completing various activities, the keyboard layout is identical to that of a typewriter.

2. Mouse \Rightarrow The mouse is the most used pointing device. While clicking and dragging, the mouse moves a little cursor across the screen. If you let off of the mouse, the cursor will come to a halt. You must move the mouse for the computer to move, it will not move on its own. As a result, it's a device that accept input.

3. Joystick \Rightarrow A pointing device used to move the cursor around the screen is the joystick. Both the bottom and top ends of the stick have spherical ball affixed to them.

4. Light Pen \Rightarrow A light pen is pointing device that has the appearance of a pen. It can be

used to draw on the monitor screen or to pick a menu item.

Scanner \Rightarrow A scanner is a type of input device that works in the same way as a photocopier. It is used when there is data on paper that needs to be transferred to the computer's hard disc for further processing.

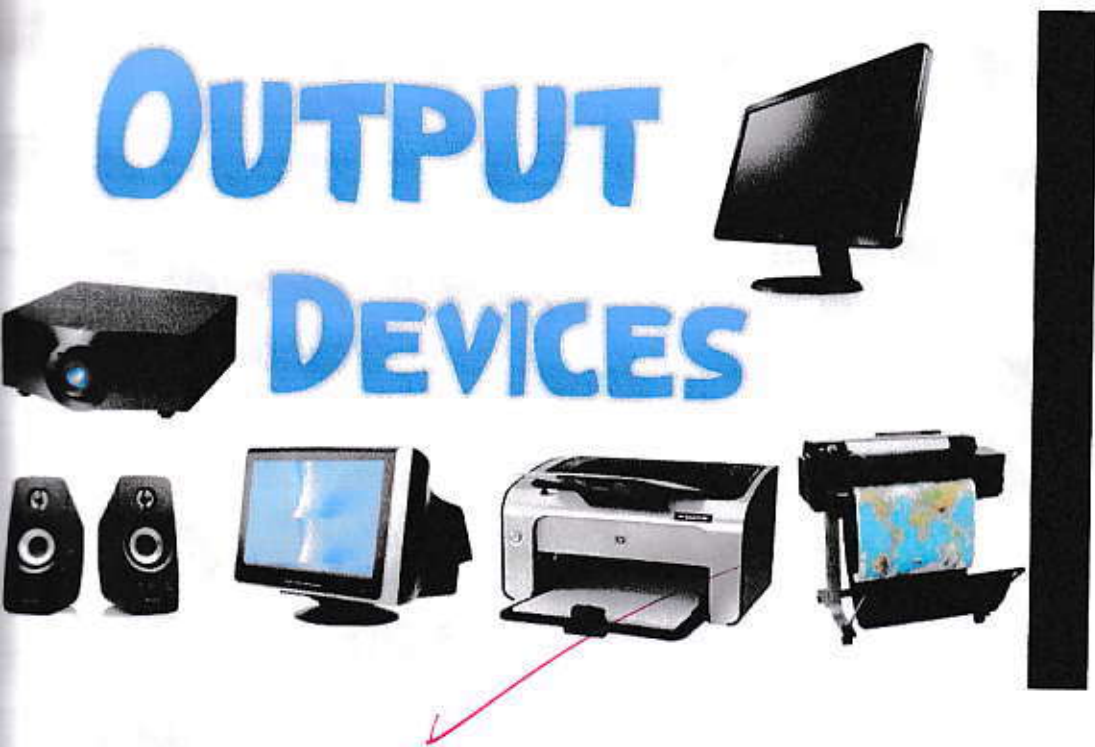
Optical Character Recognition (OCR) \Rightarrow OCR is a computer reading technique that reads numbers, characters, and symbols. OCR is a technique for recognizing text in documents that have been scanned into digital form.

Barcode Reader \Rightarrow A barcode reader is a device that reads bar-coded data (data that is represented by light and dark lines). To label things, number books and so on, bar-coded data is often utilized.

8. Web-Camera \Rightarrow A webcam is an input device since it records a video image of the scene in front of it. It can either be incorporated inside the computer (for example, a laptop) or connected via USB.
9. Graphic Tablet \Rightarrow A graphic tablet, also known as a digitizing tablet, is a computer input device that allows users to draw drawing and graphic by hand, much like they would with a pencil and paper, much pen-dike ~~they~~ drawing device.
10. Digital Camera \Rightarrow Digital camera is a device that takes photographs as input. Images are saved on memory card as data. It comes with a LCD display that allows users to view and review photographs.

Output Devices :- An output device is a piece of computer.

OUTPUT DEVICES



supply, buttons to adjust screen setting and a casing that contains all of these components. A monitor displays data from a computer into a screen so the user can interact with the data via a digital interface.

2. **Printer** :⇒ A computer sends data to a printer, which is then output by printing data onto paper or into a 3-dimensional item, which generate a hard copy.
3. **Headphones** :⇒ Headphones output data audio from a computer through two individual headphones for a single listener. Also known as earphones, headphones allows you to listen to audio without disrupting other people.
4. **Speakers** :⇒ Computer speakers are hardware devices that transform the signal from the computer's sound card into audio. This produces sound.
5. **Projector** :⇒ As its name suggests, this output device "Project" computer images or video into a wall or screen. Nowadays, projectors are typically used for presentations, watching movies, or as a teaching aid etc.

6. GPS (Global Positioning System) :-
GPS is a radio-based navigation system that's composed of a sender computer or a receiver. The sender broadcasts signals to 24 satellites that ping to the sender the exact location of the sender computer.
7. Soundcard :- The sound cards control the output of sound signals, enabling devices like speakers and headphones to work. The sound card is known as an expansion card.
8. Video Card :- As with the sound card, the video card is an expansion card that slots into the motherboard. The video card processes images and video enables visuals to be seen on a display.
9. Braille Reader :- A braille reader is a peripheral device that enables a blind person to read text displayed on a computer monitor. The text is sent by the computer to the device, where it is

translated into a braille format and made readable by pushing rounded pins up through a flat surface.

10. Speech-Generating Device (SGD) :-
 SGDs also known as voice output communication aids, generate text to speech. It uses types something and when the command is sent, the SGD reads the sentence out loud.

Storage Devices :-

Hard drive :- The hard drive is a primary device that a computer uses for storing software programs and file. A hard drive usually consists of several circular disks on which data, instructions and information are stored magnetically.

CD/DVD-Rom drive :- A CD/DVD-ROM drive is a device that can read compact disc, including audio / video CDs.

A CD/DVD-ROM drive uses laser technology to read items on a CD/DVD-ROM, and to transmit the data, instructions and information to another device.

Blu-ray Disc ⇒ The current optical disc technologies such as DVD, DVD RW, and DVD-RAM rely on a red laser to read and write data while the new format uses a blue-violet laser instead, hence it is known as Blu-ray Disk. It is an optical disc storage medium designed to supersede the DVD format. Blue-ray Discs 25 GB per layer with dual layer discs (50 GB) being the norms for feature-length video discs. Triple layer discs (100 GB) and quadruple layers (128 GB) are available for BD-R/Re-writer drives.

Floppy Drive ⇒ A floppy drive is a device that can read from write on a floppy disk. If a computer has one floppy



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drive, the drive usually is called drive A.

Pen Drive \Rightarrow A Pen drive is a small, ultra-portable storage device which, unlike a hard drive or optical drive, has no moving parts. Most connect to the P.C via a built-in USB port. Storage capacity ranges from as small as 16 MB to as much as 256 GB.

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Q3 Define the operating system, Describe the different type of operating system in details.

Ans. Operating system \Rightarrow A operating system is a program that acts as an interface between a user and the hardware i.e. all computer resources.

The operating system is just like an 'instructor'. The user gives orders/requests to the operating system. The operating system decides: how to do, what to do, when to do a given order/request.

Some of the most popular operating system are MS-DOS, windows 98/2000/XP, windows 7, Apple, Vista, Windows NT, Unix, Linux etc. Out of these, windows is the most popular operating system.

Types of Operating System (O.S) following are the popular types of Operating System

1. Batch Operating system
2. Multitasking / Time Sharing O.S
3. Multiprocessing O.S



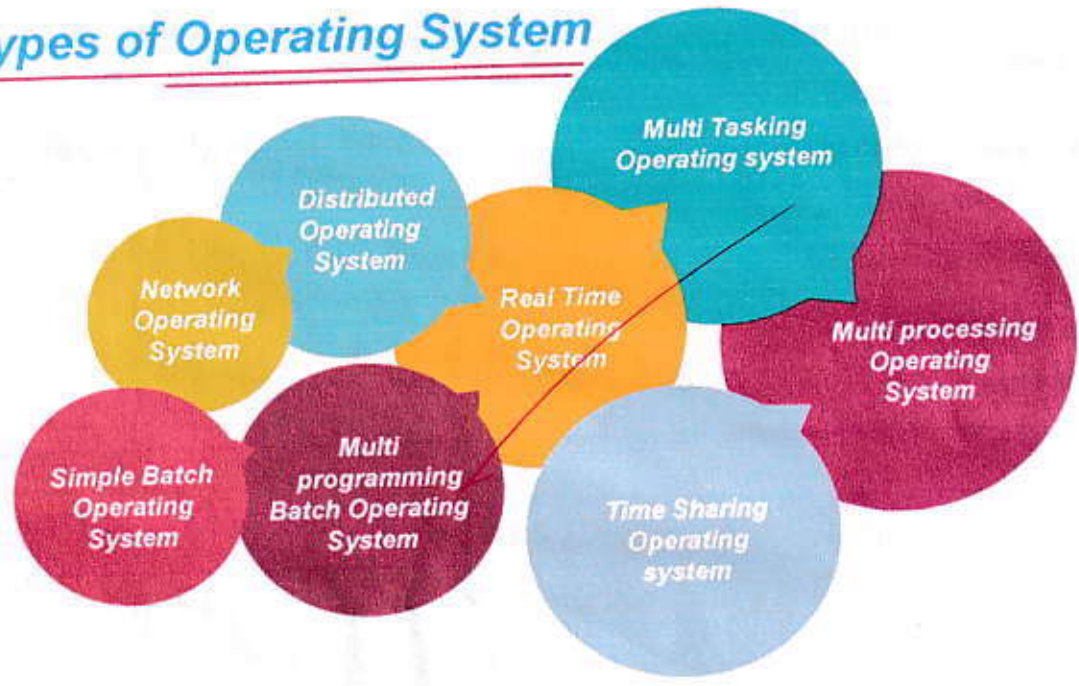
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- 4. Real Time O.S
- 5. Distributed O.S
- 6. Network O.S
- 7. Mobile O.S.
- 1. Batch Operating System

Types of Operating System



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a single computer system at the same time. The processor time (CPU) which is shared among multiple users is termed as time sharing.

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3. Real Time Operating System \Rightarrow A real time operating system time interval to process and respond to inputs is very small. Examples: Multi Military Software System, Space Software Systems are the Real Time Operating System example.
4. Distributed Operating System \Rightarrow Distributed system use many processors located in different machines to provide very fast computation to its users.
5. Network Operating System \Rightarrow Network operating system runs on a server. It provide the capability to serve the manage data, users, groups, security, application, and other networking functions.
6. Mobile Operating System \Rightarrow Mobile operating system are those O.S which is especially that are designed to power smartphones, tablets, and wearables devices.
Some most famous mobile



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operating system are Android and
ios. others include Black Berry,
Web, and watch operating system.

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- Q5 Describe the concept and features of window. Explain the following
1. Creating folders
 2. Short Cut
 3. Internet Explorer
 4. Use of window

Ans: Windows \Rightarrow Windows is a graphical operating system developed by Microsoft. It allows users to view and store files, run the software, play games, watch videos, and provides a way to connect to the internet. It was released for both home computing and professional works.

Microsoft Windows includes a wide array of features, tools and applications to help get the most out of Windows and your computer. The features of Microsoft Windows are;

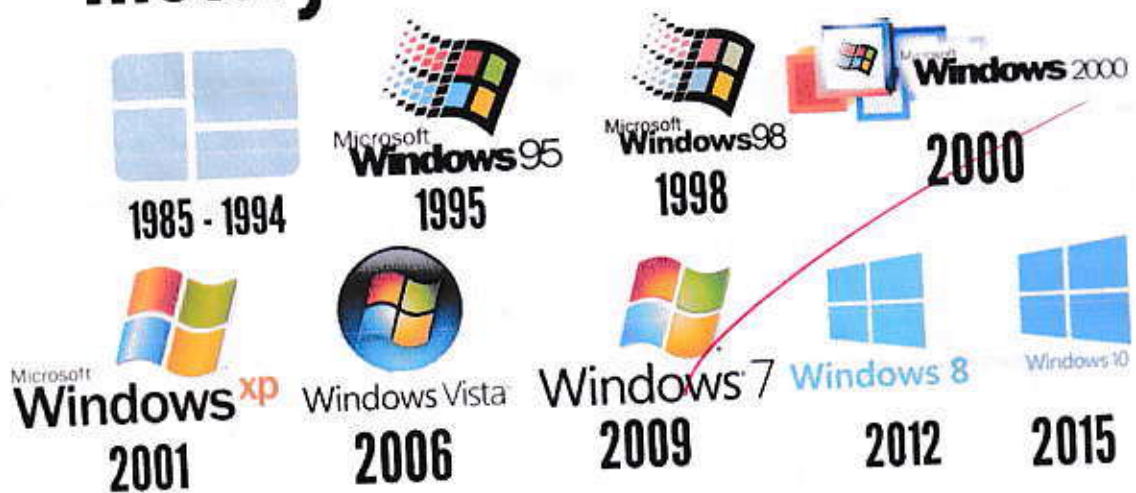
1. Control Panel \Rightarrow The Control Panel is a collection of tools to help you configure and manage the resources on your computer. You can change settings for printers,

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video, audio, mouse, keyboard, date and time, user accounts, installed applications, network connections, power saving options and more.

History of Microsoft Windows



Device Manager \Rightarrow The device manager lists the hardware devices installed in a computer. It allows users to see what hardware is installed, view and update hardware drivers, and install hardware through the Device Manager.

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Disk Cleanup :-> The disk cleanup utility helps increase free disk space on your computer by removing temporary and unnecessary files.

Event Viewer :-> The Event Viewer is an administrator's tool displays errors and important event that happens on your computer. It helps through the troubleshoot advanced problems in your window system.

File Explorer :-> The file Explorer, also called ~~Windows Explorer~~, provide you with a view of the files and folders on the computer.

Internet browser :-> Your Internet browser is one of the most important applications on your computer. You can use it to find information on the internet, view web pages, shop and buy and buy merchandise, watch movies, play games and more.

Microsoft Paint :-> include in windows



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since November 1985, Microsoft Paint is a simple image editor that you can use to create, view and edit digital images.

Notepad ⇒ Notepad is a simple text editor. You can use it to create, view, and edit text files. For instance, you can use Notepad to write a batch file or a web page.

Notification area ⇒ The notification area also known as the system tray, the date and time, and icons of programs that are started with windows.

Power User Tasks Menu ⇒ Available in Windows 10, the Power User Tasks Menu provides quick access to helpful and important windows utilities.

Registry Editor ⇒ The Registry Editor allows you to view the windows system registry, and registry keys.

Settings ⇒ Available in Windows 8 and Windows 10. Settings allows you

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to change many aspects of windows.

Start and Start Menu :⇒ The start menu is a list of applications and utility installed on your computer. You can open it by clicking start on the left side of your taskbar.

System Information :⇒ The system information utility provides information about the computer, including hardware and software windows detail.

01. Creating folders :⇒ To create a folder, right click, then select new > folder. Right-click in File Explorer, then select new > folder. In window 7, there is a New Folder button near the top of the window. In Windows 10, you can also click the home tab, then the new folder button.

02. Short-cut :⇒ Compared to reaching for the mouse or navigating a menu, a single keyboard shortcut shaves a movement off your task. This might not seem like much,



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but much add up all those saved movements over a week or a month, and you are gaining a substantial chunk of time.

Basic windows keyboard shortcuts:

Ctrl + Z : undo

Ctrl + W : Close

Ctrl + A : select all

Alt + Tab : Switch apps

Alt + F4 : Close apps

Win + D : Show or hide the desktop

Win + Alt + Tab : Open the task view

Tab and Shift + Tab : Move backward and forward through options.

Ctrl + Esc : Open the start menu

F2 : Rename

F5 : Refresh

Win + L : Lock your computer

Win + I : Open setting

Win + S : Search windows

Win + PrtScn : Save a screenshot

Ctrl + Shift + Esc : open the Task Manager

Win + C : Start talking to Cortana

Win + Ctrl + D : Add a new virtual desktop

Win + X : Open the hidden menu

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Internet Explorer \Rightarrow Internet Explorer.

is a discontinued series of graphical web browsers developed by Microsoft and included in the Microsoft Windows line of operating systems, starting in 1995. It was first released as part of the add-on package Plus! for Windows 95 that year.

Internet allows users to view web pages on the internet. Users can also utilize Internet Explorer to listen to and watch streaming content, access online banking, make purchase over the Internet and much more.

Use of Windows \Rightarrow Microsoft Windows

(also referred to as Windows or Win) is a graphical operating system developed and published by Microsoft. It provides a way to store, watch videos, and connect to the internet. Microsoft Windows was first introduced with version 1.0 on November 10, 1983.

The use of windows to browse the internet, listen to music, play games and do much more.


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Describe the various Android based devices of the computers? (Android App)

Ans: Android is a mobile operating system based on a modified version of the Linux kernel and other open source software, designed primarily for touchscreen mobile devices such as smartphones and tablets. Android is developed by a consortium of developers known as the Open Handset Alliance and commercially sponsored by Google. It was unveiled in November 2007 with the first commercial Android device, the HTC Dream, being launched in September 2008.

Popular Android devices include smartphones, tablets and e-readers. The Android OS is also built into a limited number of other devices, such as notebooks, portable music players, the Binatone Home Phone and Android handheld game consoles. There are about 24,000 different Android devices.

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5 ways to Run Androids App on P.C :-

1. Mirror your phone with windows
2. Run your favourite apps with

Major Devices that runs on Android Operating System



app. It lets you connect your PC to your Android device and vice versa.

Cam Scanner :- Cam Scanner is probably the best document scanner app on mobile. You use the app to scan



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documents into your phone and convert them to PDF format.

Google Assistant / Google Search ⇒ Google's app is definitely one of the most useful app ever. It contains two basic things; Google Assistant and Google Feed.

Google Translate ⇒ Google Translate is the go-to translation app available on any platform. It has received a number of updates over the years, including the ability to use your camera to point at something and have it translated in real-time.

Microsoft App ⇒ Microsoft has been killing it on mobile the last couple of years. The company definitely has some of the most useful apps out there.

Q. 7 Describe the different tools of MS office menu bar. Home, Insert, Page Layout, References, Mailing, Review and View tool bar.

Ans. Home Tab \Rightarrow of home tab may refer to the following!

1. In general, the home tab is a tab or button in an application or web page that returns you to the home screen section.
2. In Microsoft office word, Microsoft Excel, Microsoft Power Point, and other Microsoft office product

Home Tab features \Rightarrow The MS Home tab provides many features to users.

1. Change font type, size, and colour.
2. Set text to bold and underlined.
3. Add or remove highlighting colour around text.
4. Justify text on the page to be left, center, or right aligned.
5. Increase or decrease text indentation.
6. Add change, or remove borders around text, text boxes and tables.
7. Add or modify heading types.
8. Insert a horizontal line.
9. Find or replace text.

The Insert Menu :-> The insert menu is a quick way to add features like page number, date etc. to your documents. If you click on the insert, you will get a drop down menu with these options.

Commands found in Insert Menu of MS Word :->

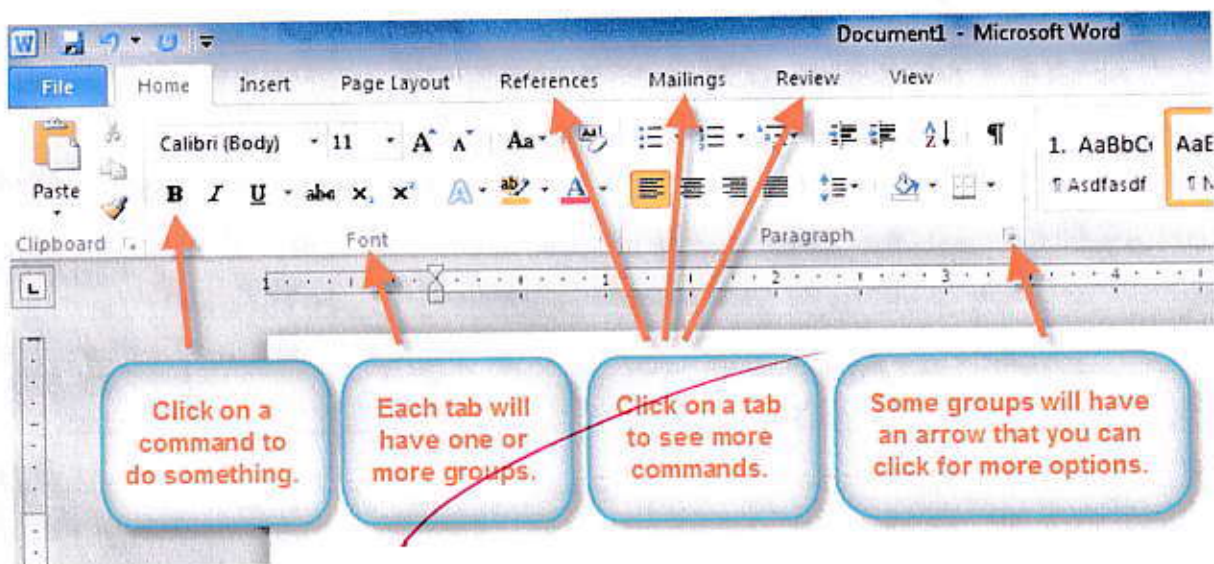
Break :-> The break command is used to insert various types of break on a document like page break, column break, text wrapping ~~to~~ break,

Inserting Page Number :-> The page numbers command is used for numbering pages in a document. The options you select when applying for page numbers on your document are; position, alignment etc.

Inserting Date and Time :-> Use this command to enter the date and time in your work. Procedure - click on where you want to have your date and time and then insert date and time.

Insert Symbols :-> The symbols command is used to insert characters that are not on the keyboard and Unicode characters to your documents.

Inserting Pictures \Rightarrow There are various things you can insert using the pictures command. These are clip art, pictures from file, from scanner or camera, a new drawing, auto shapes, word art, organization chart and chart.



~~horizontally.~~

Portrait means the page oriented vertically.

To change the page size \Rightarrow

1. Select the Layout tab, then click the size command.
2. A drop down menu will appear. The



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- current page size is highlighted. Click the desired predefined page size.
3. The page size of the document will be changed.

To use a custom page size: The word also allows you to customize the page size in the Page Setup dialog box.

1. From the Layout tab, click Size. Select More Paper Sizes from the drop-down menu.
2. The page setup dialog box will appear.
3. Adjust the values for Width and Height, then click Ok.
4. The page size of the document will be changed.

Page Margins \Rightarrow A Margin is the space between the text and the edge of your document. By default, a new document's margins are set to normal, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

To format page margins \Rightarrow

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1. Select the Page Layout tab.
2. Click the Margins command. A menu of options appears. Normal is selected by default.
3. Click the predefined margins size you want.

References Tab \Rightarrow

You can add a footnote to your document from the References Tab. It contains resources for researchers and anyone in the professional field. The References Tab allows you to now create a table of contents, footnotes, citations, cross-references select MLA or ISO format and so on. You can also turn your work cited into a collection of records and use them in the future.

Here's how to add a footnote in word 2007.

1. Place the cursor after the word or phrase to which you desire to add the footnote.
2. On the reference tab, in the footnote group, click the footnote button.
3. All you do next is type the text of your footnote.

How Do I Review the footnotes I've Created?

1. In the footnote group, click show notes.
2. If the document has both footnotes and endnotes, when you see the dialog box, select the type of note you want review and click OK.

How does the table of contents work?

1. Open a document. The document should contain text formatted with the heading styles found in the Home-Tab.
2. Place the cursor where you wish to insert a table of contents.
3. Select the style you desire.

Select the Citation Style Styles ⇒

1. Before defining citations, first select the style of your document, APA or MLA and so on. Click the Reference Tab.
2. In the Citation and Bibliography group, select the proper style.

To Create a Bibliography ⇒

1. Place your cursor where you want the bibliography.
2. In the Citations and Bibliography group, click Biography.
3. Then select the type of bibliography you desire. Word does an automatic insert.

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Mailing \Rightarrow We always use mail merge to create a series of letters that are essentially the same but contain different elements. For example, when we send mails to hundreds of our clients, the contents are same but the addresses are different. At that time, we can use mail merge in word to start the process.

Classic Menu for Word 2007/2010/2013/2016/2019 just take Microsoft Word 2010 for example which is as well as in Word 2007/2013. With Classic Menu for Word installed, you can click Menus tab to get back the classic style interface.

1. Click ~~Menu~~ tab
2. Move to ~~Mailing~~ Menu
3. There is a Start Mail Merge option to choose

Classic Menu for Office \Rightarrow

The software for Classic Menu for Office is designed for the people who are accustomed to the old interface of the Microsoft Office 2003, XP (2002) and 2000. It brings back the Classic Menus and tool bars to Microsoft Office include Word 2007, 2010, 2013, 2016, 2019, and



265. The classic view helps the people to smoothly upgrade to the latest version of office.

Review \Rightarrow If you do quite a bit of work using either the comments features of the word or the track changes features, you may appreciate the use of the Reviewing toolbar. This toolbar is greater for quickly locating and editing comments or for processing marked in your documents. To display the Reviewing toolbar, select Toolbars from the view menu and then make sure reviewing is selected. The toolbar normally appears at the top of the word documents, just above the ruler. The toolbar included in or divided into four major categories;

1. Comment \Rightarrow The

The tools are allowed to add, edit, and delete comments, as well as quickly jump forward or backward through the comments.

2. Track Changes \Rightarrow

This tool allow you to turn on tracking, locate previous or next changes and accept or reject the

selected changes.

Highlighting \Rightarrow The highlighting tool is included on the reviewing tool bar. It is the same highlight tool included on the formatting toolbar.

Miscellaneous \Rightarrow

This final group of three tools allows you to create an outlook task, save a document version, and email your document.

View Toolbar \Rightarrow If you are missing an application's toolbar, try pressing alt on the keyboard, as some programs hide the toolbar until alt is pressed. In Windows 8 and Windows 10, some programs and apps may only show a hidden toolbar if the mouse cursor is positioned at top of the window.

1. Click view on windows, press the alt key first
2. Select tool bars.
3. Click a toolbar that you want to enable (eg Bookmarks Toolbar)
4. Repeat for remaining toolbars if needed.

Q. 8. Explain the MS Excel's usefulness in Education by incorporating the functions of various menus Chart Table and Formulas of MS Excel.

Ans: ⇒ Chart Table = Any information is easier to perceive when its represented in a visual form. It is particularly relevant for numeric data that needs to be compared. In this case, charts are the optimal variant of representation. We will work in Excel. Moreover, we will learn to create dynamic charts and graphs, which are updated automatically when you change the data. The link at the end of the article will allow you to download a sample template.

MS Excel: Charts:

In Microsoft Excel, a chart is often called a graph. It is a visual representation of data from a worksheet that can bring more understanding to the data than just looking at the numbers.

Chart is a powerful tool that allows you to visually display data

in a variety of different charts formats such as bar, columns, pie, line, area, doughnut, scatter, surface, or radar charts.

The screenshot shows the Microsoft Excel interface. In the 'Formulas' tab, the 'More Functions' button is highlighted with a red box and an arrow pointing to it. A tooltip for the 'AVERAGE' function is displayed, showing its syntax and description. A red box with an arrow points to the 'AVERAGE' option in the list, with the text 'Click the function to add it to the worksheet.' The background shows a budget spreadsheet with columns for Category, Percent Total, Monthly Spend, and Annual Spend. The 'Totals' row shows a monthly spend of \$1,496 and an annual spend of \$17,950.

Category	Percent Total	Monthly Spend	Annual Spend
Household Utilities	16.7%	\$ 250	\$ 3,000
Food	13.9%	\$ 208	\$ 2,500
Gasoline	8.4%	\$ 125	\$ 1,500
Clothes	6.7%	\$ 100	\$ 1,200
Insurance	8.4%	\$ 125	\$ 1,500
Taxes	19.5%	\$ 292	\$ 3,500
Entertainment	11.1%	\$ 167	\$ 2,000
Vacation	8.4%	\$ 125	\$ 1,500
Miscellaneous	7.0%	\$ 104	\$ 1,250
Totals		\$ 1,496	\$ 17,950

7. Enter - RMOUMI
8. Change the color and style. Choose a different style number 9.
9. Specify the sums by giving titles to the bars. Go to the Design tab select Data Labels and the desired position.



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Formulas of MS Excel ⇒

Mastering the basic Excel formulas are critical for beginners to become highly proficient in financial analysis. Microsoft Excel is considered the industry standard piece of software in data analysis. Microsoft's spreadsheet program also happens to be one of the most preferred software by investment bankers and financial analysts for data processing, financial modeling, and presentation. This guide will provide an overview and list the basic Excel functions.

Formulas and Functions ⇒

1. Formulas ⇒ In Excel, a formula is an expression that operates on values in a range of cells or a cell. For example = A1 + A2 + A3, which find the sum of the range of values from cell A1 to cell A3.

2. Formulas Functions ⇒ Functions are predefined formulas in Excel. They eliminate laborious manual entry of formulas while giving them human-friendly names. For example: = SUM (A1: A3). The function sums all the values from A1 to A3.

Time-saving Ways to Insert data into Excel ⇒ When analyzing data, there are five common ways of inserting basic Excel formulas.

1. Simple inserting: Typing a formula inside the cell.
2. Using Function insert option from Formulas Tab.
3. Selecting a formula from one of the groups in Formulas Tab.
4. Using Auto Sum option.
5. Quick Insert: Use Recently Used Tabs.



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