

UNEB U.C.E COMPUTER STUDIES PRACTICAL (PAPER 2) 2007

SECTION A

1. (i) Type the text below using a word processing program:

CHOOSING WORD PROCESSING SOFTWARE

Word processing is using the computer to enter, store, manipulate and print in letters, reports, books and so on.

Once you have used word processing, you will probably wonder (like a million others before you) how in the world you ever survived without it.

As more word processing packages come on the market, choosing the right software can become confusing.

Nevertheless, there is probably a word processing package that will serve your needs. As you begin looking, ask yourself these questions:

I What types of documents am I now producing?

II what types of features do I need?

Want?

Document types can range from simple letters and memos to proposals, reports, legal documents, books, newsletters, scientific papers, form letters and so on. The point is, match the features you need with the features you need with the features in the software package. For example, if you write articles that require references, you will need the footnoting feature; if you develop a newsletter, having the multicolumn layout feature would be handy; if scientific notation is needed, you will want superscripts (X^2+Y^2) and subscripts (A_2I); and if you send "personalized" form letters the mail-merge feature is a necessity.

A number of add-on programs are available to enhance the functionality of word processing packages. These include:

On-line thesaurus

Spelling checker

Grammar checker

Style checker

Idea processor (outliner)

What you can do with word processing is limited only by your imagination and willingness to learn the system. Goodluck in your Computer-assisted writing adventures-now and in the future!

(ii) Insert in the header the word: Tips on the left hand corner and "Word processing" on the right hand corner.

(iii) Bold the heading font size 22 point, underline and centre it.

(iv) Block indent paragraph one by 1 inch in the right and left margins.

(v) In the paragraph starting with "Document" bold the second sentence.

(vi) Make 2 the superscript of X and Y in the expression (X^2+Y^2) and 21 the superscript of A in the expression (A^{21}).

(vii) Insert bullets on the list of functionality of word processing packages given in the text.

(viii) Insert a footnote of your name and index number on the left and page number on the right hand corner.

(x) Save the work as choosing software and make a print out.

(b) (i) Create a worksheet and enter the data below;

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Huangqi Zhang



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