

EXTRA PRACTICE QUESTION SET3

1. (a) Use a Word processor of your choice to type the document below as it is: (USE FONT = Courier New, Size = 13)

The term **computer** refers to the physical components of a computer, namely Keyboard, Monitor, Mouse, and Printer, including the digital circuitry. Computer hw is an integral part embedded in all modern day automobiles, microwave ovens, electrocardiograph machines, compact disc players, and other devices. The hw of a computer is not changed frequently, in contrast with software and data. The present computers are much advanced in terms of processing speed and have an efficient memory structure. The present course aims at providing an insight into the various hw concepts of a Computer System. Below is the outline of the course outline:

Course №	Course Name	Time Needed	Period of Schedule	Tuition Payable
1	Introduction to Computer hw	2 weeks	15th Jan to 30th Jan	£25,000
2	Input hw	1 month	February	£35,000
3.	Processing hw	3 weeks	1st March to 20th March	£30,000
<u>MID TERM EXAMINATION</u>				
4.	Storage hw	1 month	April	£35,000
5.	Output hw	1 month	May	£25,000
<u>END OF TERM EXAMINATION</u>				

FURTHER REQUIRED:

- Substitute all the occurrences of the word “hw” by the word “Hardware”.
- All text is justified
- Set all margins to 0.6 inches
- Center the table but not its content
- Copy the table to page 5 of your document and convert it to text
- Add your name as footer on all pages except the first page.
- Save your document as “Computer HW Course Outline”
- Print page 1 and 5 on one sheet of paper back to back.

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2 Jim Watson, owner of Hollybank farm, milks a herd of fifty dairy cows. The following table shows the number of gallons of milk produced on the farm each month over a four-year period:

HOLLYBANK FARM				
Month	1997	1998	1999	2000
January	502	440	661	552
February	1022	856	1015	1170
March	4316	3986	3884	4287
April	7627	6846	7946	7570
May	9728	9103	9726	10046
June	8423	8156	8509	9218
July	6848	6411	6592	7158
August	5868	5386	5591	4985
September	3382	2927	3002	2675
October	2181	1937	1886	1685
November	536	478	515	484
December	335	284	256	317

Enter this data onto a spreadsheet and save the file as **Dairyl**, then carry out the following tasks:

- 1 Add a row to show the total number of gallons produced each year
- 2 Add rows to show the average, maximum and minimum monthly yields for each year
- 3 Redefine the maximum yields cell as BEST YIELDS
- 4 Insert a column, labelled *Price/Gallon*, after each year's data. The price per gallon of milk during 1997 and 1998 was £0.82, the price was increased in 1999 to £0.90 and increased again in 2000 to £0.95. Enter these details in the four unit price columns.
- 5 Insert a column, labelled *Total Price*, after each *Price/Gallon* column to show the total amount of money earned each month from milk sales.
- 6 Obtain the gross earnings for each year from milk sales.
- 7 Obtain the average annual earnings from milk production, for the period given, on Hollybank farm.
- 8 Format the relevant columns to currency format.
- 9 Save the spreadsheet as **Dairy2**.
- 10 Obtain a printout of **Dairy2**.

3. You are the vice president of Environment club at your school and your friends have given you a task to create a website for the club.

In planning session, you suggest a simple website with three pages as follows:

The home page,

- Should have a logo and Motto of the club in the top shared banner
- Should have a message welcoming visitors to the website.
- Should have the address of the school and the Telephone contact of the patron
- Should have a hit counter in the bottom shared border to count the number of people that visit the website

Club Committee page

- Should have a table of the Club Executive Committee members: the post and the name.

Photo Gallery

- Should have a well organized photo gallery related to the activities of the club in the school

Required:

- a) Design a website for the club as per the specifications above
- b) Put your name as footer in all the pages

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c) **Print your web pages.**