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**SCHOOL OF TECHNOLOGY**

**DCU 201/DIT 107 COMPUTER APPLICATIONS SOFTWARE -** FULL TIME

**DATE:** 17TH OCTOBER 2023ASSIGNMENT 3 **TIME:** 1 HOUR

**INSTRUCTIONS**

* Answer **All** Questions.
* **No** reference materials allowed
* DUE Date **FRIDAY 3RD NOVEMBER 2023 BY 6.00 PM.**

1. State the use of the following shortcut keys in Microsoft word
2. Ctrl + X
3. Ctrl + Z
4. Ctrl + J
5. Ctrl + P
6. Explain the term alignment and explain the various types of alignment
7. Differentiate between the following terms: -
   1. Save and save As command
   2. Standard toolbar and Formatting toolbar
   3. Hard copy and Soft copy
   4. Undo and Redo
8. Explain the various advantages of word processors
9. A company, MikeTech Solutions, is preparing a user manual for its software product using Microsoft Word. The manual requires consistent formatting, headings, and numbering for easy navigation. Analyze the formatting options in Microsoft Word, such as styles, themes, and numbering features, that can be used to achieve a professional and consistent look for the user manual. Discuss how Tech Solutions can leverage these formatting options to create an organized and visually appealing document.
10. A publishing company, FINA Books & Beyond, is preparing a manuscript for publication and wants to ensure it is error-free and meets the highest standards of quality. Analyze the proofing features in Microsoft Word that can assist in thorough proofreading and error detection. Discuss how features such as spelling and grammar check, autocorrect, and proofing settings can be utilized to identify and correct errors in the manuscript.
11. A legal firm is reviewing a contract document using Microsoft Word and requires accurate and efficient editing and proofreading. The document includes legal terminology, clauses, and formatting requirements. Analyze the editing and proofreading features in Microsoft Word that can support the legal firm's review process. Discuss how features such as track changes, comments, compare documents, and formatting tools can assist in ensuring accuracy, consistency, and compliance with legal standards.
12. Outline the steps to change a whole page already in a document to capitals without having to retype it.
13. Outline the steps that can be used to change the paper orientation from portrait to landscape when working in a word processing program.
14. Susan wants to invite about 350 people to her wedding ceremony. With your knowledge in Microsoft Word, describe the process she should use to create and send letters to each person invited.

**DEADLINE:** Strictly **FRIDAY 3RD NOVEMBER 2023 BY 6.00 PM.**

Total **10** marks