Microsoft Office 365: Word

- This is normal text.
- **This is bold text.**
- This is underline text.
- *This is italic text.*
- This is double underline text.
- This is word only underline text.
- ~~This is strikethrough text.~~
- ~~This is double strikethrough text.~~
- **This is highlight text.**
- This is color text.
- This is shadow text.
- This is sentence case text.
- *This is lower case text.*
- THIS IS ALL CAPS TEXT.
- This Is Capitalize Each Word Text.
- tHIS iS tOGGLE cASE tEXT.
- THIS IS SMALL CAPS TEXT.
- H_2O, H_2SO_4
- $(X+Y)^2 = X^2 + 2XY + Y^2$

Name:

THE FUNCTION OF THE HARDWARE COMPONENT

Date: 15th Sempter2020

Random Access Memory

Random Access Memory can be both read from and written to and location can be accessed independently. This is why is called **Random Access Memory (RAM)**. It is the *ordinary memory* used for storing programs and data. It loses its contents when the power is switched off.

Read Only Memory

Read Only Memory (ROM) is non-volatile-i.e., it retains its contents when the power is switched off. It is typically use for starting up a computer, and for computers with simple continuous control functions such as Programmable Logic controllers.

INPUT AND OUTPUT DEVICES

The variety of both input and output devices grows constantly. Any selection has to reflect a particular viewpoint, and in our case that is of PC-based business systems. This means that we will ignore many interesting types of input device that have applications with other types of system.

Input Devices

- Keyboard
- Mouse
- Scanner
- Barcode Reader
- Digital Camera
- Sensor

Output Devices

[1st.] Cathode Ray Tube Monitor

[2nd.] Liquid Crystal Display Monitor

[3rd.] Video Display Adaptor

[4th.] Printer

Name:

(a) Copy the First paragraph and paste at the end of document.
(b) Move the Second paragraph at the end of document.
(c) Change the color of third paragraph.
(d) Assign "A" word at the beginning of a First paragraph is **line to drop (2)** using Drop Cap button.
(e) Find the text "**CPU**" and replace with "**CENTRAL PROCESSING UNIT**".
(f) Checking the spelling & Grammar checking.

A computer system is a basic, complete and functional computer, including all the hardware and software required to make it functional for a user.

A **computer** is an electronic deivce that manipulates information, or data. It has the ability to **store**, **retireve**, and **process** data.

The basic compnoent of a modern digital computer are: Input Device, Output Device, CPU, mass storage device and memory.

- Memory: enables a computer to store, at least temporarily, daat and programs.
- Mass storage device: allows a computer to permanently retain large amounts of data.
- Input device: usually a keyboard and muose.
- Output device: a display screen, printer, or other device
- Central processing unit (CPU): the heart of the computer, this is the companent that actually executes instructions.

Office 365 is a suite of services offered by Microsoft. Office 365 is the same Office you already know and use every day, but with a slightly different interface and many more features. Office 365 is powered by the cloud, so you can access your applications and files from virtually anywhere (desktops, tablets, mobile phones), and they're always up to date.

Microsoft Editor runs in Word for Microsoft 365 to analyze your document and offer suggestions for spelling, grammar, and stylistic issues, like making sentences more concise, choosing simpler words, or writing with more formality.

Name:

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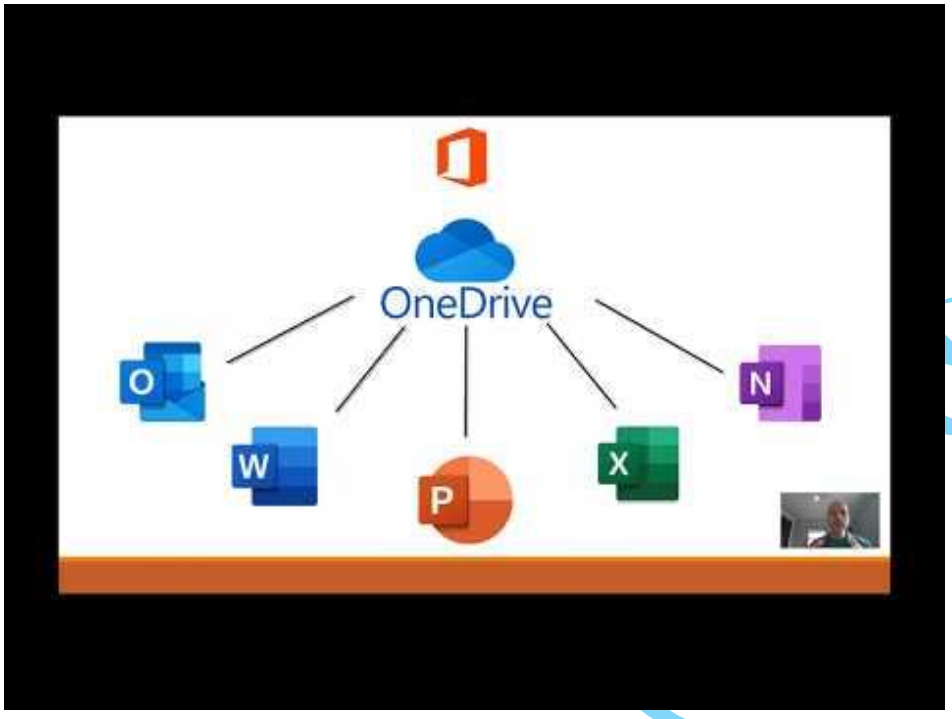
Inserting Online Video



Storage Measurement

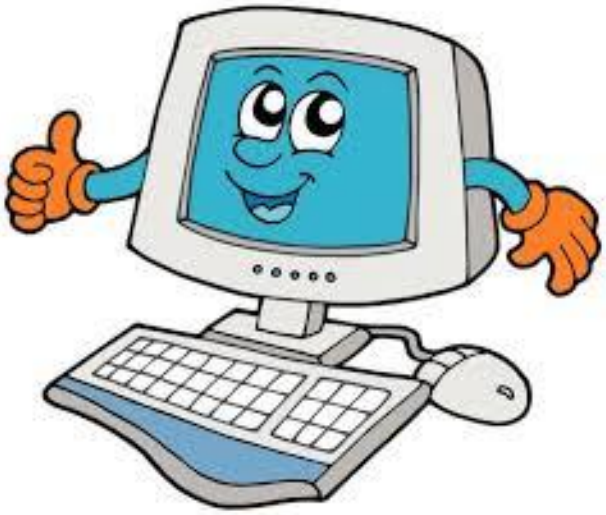
The basic unit used in computer data storage is called a bit (binary digit). Computers use these little bits, which are composed of ones and zeros, to do things and talk to other computers. All your files, for instance, are kept in the computer as binary files and translated into words and pictures by the software (which is also ones and zeros). This two number system, is called a "binary number system" since it has only two numbers in it. The decimal number system in contrast has ten unique digits, zero through nine.

Storage Measurement		
Bit	BIT	0 or 1
Kilobyte	KB	1024 kilo bytes
Megabyte	MB	1024 mega bytes
Gigabyte	GB	1024 giga bytes
Terabyte	TB	1024 tera bytes

Name:

Hello Felix!!!!!

I like Brazil...



Computer

Mouse

Name:

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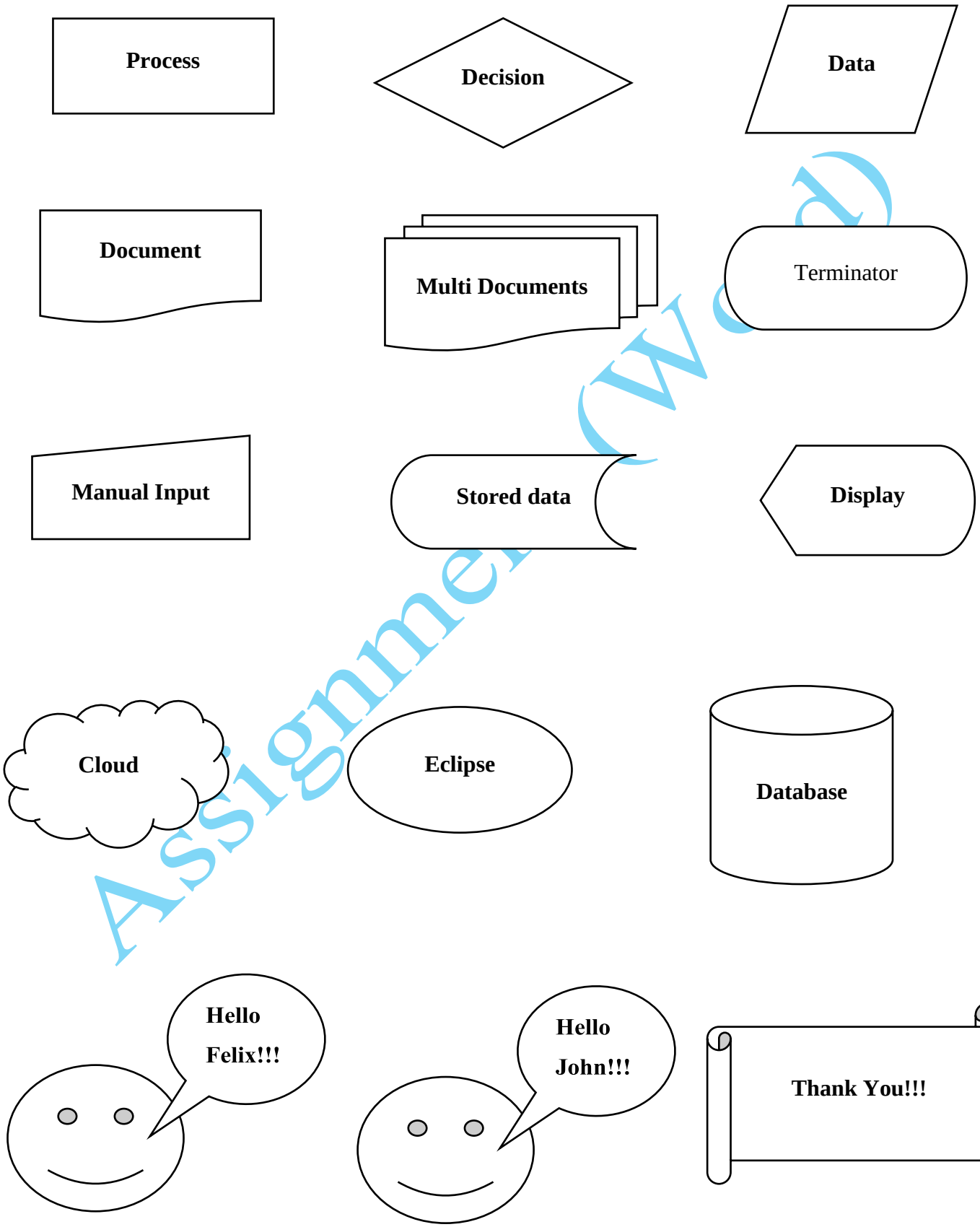
Using Shapes



Name: