

## 2<sup>nd</sup> Term Data processing year 10 Scheme of Work E-note 2019/2020 session

WEEK	TOPIC
1	Revision of 1st term work
2	The Process of Information Transmission: Definitions
3	The Medium of Information Transmission: Electronic Process
4	The Medium of Information Transmission: Non Electronic Process
5	Operating System (OS) : Definition and Examples
6	Operating System (OS) : functions of OS
7	Word Processing: Definition and Uses of Word Processing
8	Word Processing: Saving Document in Word Processing
9	Practical
10	Practical
11	Revision
12	Examination

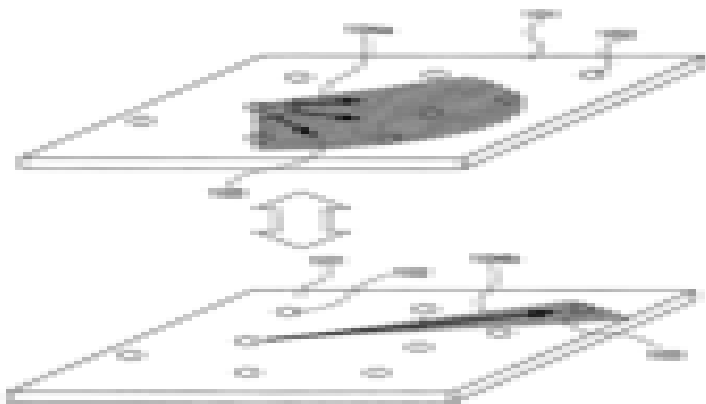
### THE PROCESS OF INFORMATION TRANSMISSION

**Information transmission** can be referred to as the various ways or more of spreading or passing **information** from one place to another.

**Information transmission** is the exchange of **information** from the sender to the receiver in any form,

**PROCESS OF INFORMATION TRANSMISSION** An information transmission process is disclosed in which information is transmitted between a signal-emitting port for emitting an optical signal and plural signal-receiving ports through a light transitive medium in an optical circuit device.

Diagram



The process comprises a first step of transmitting a first information from the signal-emitting port by emitting light in a first emission angle range to transmit first information to at least one of the signal-receiving ports, and a second step, after the first step, of transmitting second information from the signal-emitting port by emitting light in a second emission angle range different from the first emission angle range to transmit second information to at least one of the signal-receiving ports.

## THE MEDIUM OF INFORMATION TRANSFORMATION

There two medium, these are :

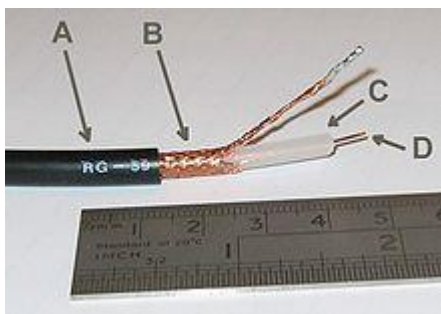
1. Electronic and
2. Non electronic

**ELECTRONIC MEDIUM - information transmission** is from the sender to the receiver via an **electronic** communication channel for examples: Telephone, telegraph, telex, radio, GSM, rg cables and sitelite etc.

Data **transmission** is the **transfer** of data over a point-to-point or point-to-multipoint communication channel. Examples of such channels are copper wires, optical fibers, wireless communication channels, storage media and computer buses. The data are represented as an electromagnetic signal.

Example: 1. RG Cables- Is a **transmission medium** is something that can mediate the propagation of signals for the purposes of telecommunication

Diagram of an RD Cable



2 **Satellite dish-** It **telecommunicates** the transmission of signs, signals, messages, words, writings, images and sounds or information of any nature by wire, radio, optical or



other electromagnetic systems.

**NON ELECTRONIC MEDIUM** is the **process** of transmitting information which communication involve physical transfer of paper and that is suitable for retention, retrieval and reproduction of **information** by recipient. he **non-electronic** means of **transmitting information** does **not** require **electronic** communication channels.. Other non electronic means are: Hands, Eyes, Drums, Horn, whistle. Gong etc

## OPERATING SYSTEM

An **operating system (OS)** is system software that manages computer hardware, software .... resources. They are very compact and extremely efficient by design.



## EXAMPLES OF OPERATING SYSTEM

### Programs and machine Language

#### PROGRAMS:

1. **Single user OS** e.g **DOS –Disc Operating System, PC- DOS and MS- DOS**
2. **Multiple user OS** e.g All Windows, LINUX OS, XENOX
3. **NET WARE OS** e,g **Window NT and novel NT.**
4. **Compilers , Assembler and Interpreters Languages**

## FUNCTIONS OF AN OPERATING SYSTEM

An Operating System has three main functions:

1. It manages the commuter resources such as the CPU, the secondary memory and printers
2. It executes and provide services for application software.
3. It establishes a user interface.

## WORD PROCESSING

A **word processing** or **Processor** is software or a device that allows users to create, edit, and print documents.

It enables you to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, and print it. Of all computer applications, **word processing** is the most common.

### MS- Word logo



Office writer



## USES OF WORD PROCESSING

1. Creating, editing, saving and printing documents.
2. Copying, pasting, moving and deleting text within a document.
3. Formatting text, such as font type, bolding, underlining or italicizing.
4. Creating and editing tables.
5. Inserting elements from other software, such as illustrations or photographs.
6. Correcting spelling and grammar.

HOW TO SAVE DOCUMENT IN MS-WORD

# How to Save a Microsoft Word Document

Co-authored by [wikiHow Staff](#) | [Tech Tested](#)

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You can save a Microsoft Word document by going into the File menu and clicking "Save". If you have specific publication or printing requirements, you can also use the "Save As" feature to save your document as a file type other than MS Word (e.g., PDF). Saving your work when you complete it is mandatory if you want Word to retain your progress.

Method **1**

## **Saving a Microsoft Word Document**

1. **Make sure your document is open.** You can open MS Word by double-clicking the Word icon or by double-clicking a Word document.
2. **Find the "File" tab and click on it.** "File" is located in the upper left-hand corner of Microsoft Word's interface.
3. **Click "Save" or "Save As".** If you click "Save" on an unsaved document, you will be redirected to the "Save As" menu..If the document has been previously saved, you won't have to select a save destination (e.g., desktop) or a file name--the existing file will simply be updated.
4. **Under "Save As", decide on your save location.** Typical locations include "This PC" and OneDrive, but you can also click "Browse" to select a specific location.If you select "This PC", you will have to pick a subfolder--your desktop, for example.
5. **Double-click your save location.** This will take you to the file name screen.
6. **In the "File Name" field, type in your preferred file name**
7. **Click "Save" to save your file.**

## Method 2: Saving as a Different File Type

1. **Make sure your document is open.** You can open MS Word by double-clicking Word icon or by double-clicking a Word document.
2. **lick "Save As".** If you've never saved this specific document before, choosing "Save" will still direct you to "Save As".
3. **nder "Save As", decide on your save location.** Typical locations include "This PC" and OneDrive, but you can also click "Browse" to select a specific location.  
**Double-click your save location.** This will take you to the file name screen.  
**In the "File Name" field, type in your preferred file name.**  
**Find the "Save as Type" field and click on it.** From here, you can choose which file type to save your document as.  
**Click "Save" to save your file.**  
**Verify that your file was saved before closing your document.** If your file is in your chosen save location and your specified format, your file was correctly saved!