THE STANDARD TRICYCLE GROUP

HSB214-0490/2022   - MESHACK OTIENO

HSB214-0477/2022   - BRIAN NGUNJIRI

HSB214-0468/2022   - LYDIA ACHUNGO

INTRODUCTION TO COMPUTER

MICROSOFT WORD SKILLS

Abstract

Microsoft word is widely used word processing software application. It is a Microsoft office suite of productivity software and designed for creating, editing, formatting and printing documents. A word processor is an application software for Word processing. It deals with character codes in the same objective way as a computer deals with number/codes

LEC. MESHACK OTIENO

meshackotieno023@gmail.com

a. image behind the text.

1. <u>COMPUTER INTRODUCTION</u>

The term computer is derived from the word *compute*, which means to *calculate*. A **computer** is an electronic machine, devised for performing calculations and controlling operations that can be expressed either in logical or numerical terms. In simple words, **a computer is an electronic device that performs diverse operations with the help of instructions to process the data in order to achieve desired results**. Although the application domain of a computer depends totally on human creativity and imagination, it covers a huge area of applications including education, industries, government, medicine, scientific research, law, and even music and arts. Computers are one of the most dominant forces available in modern times. Harnessing the power of computers enable relatively limited and famble human capacities for memory, logical decision making, reaction, and perfection to be magnified to almost infinite levels. Millions of complex calculations can be done in a mere fraction and difficult decisions can be made with unerring accuracy for comparatively little cost. Computers are widely seen as instruments for future progress and as tools to achieve sustainability by way of improved access to information with the help of video conferencing and e-mail. Indeed, computers have left such an impression on modern civilisation that we call this era as the "information age". Computers are widely seen as instruments for future progress and as tools to achieve sustainability by way of improved access to information with the help of video conferencing and e-mail. Indeed, computers have left such an impression on modern civilisation that we call this era as the "information age". Computers are widely seen as instruments for future progress and as tools to achieve sustainability by way of improved access to information with the help of video conferencing and e-mail.

b. image front text.

2. THE COMPUTER SYSTEM

A computer can be viewed as a system, which consists of a number of interrelated components that _____ em, proc_____ To atta_____ PU), and _____ and stor_____ are refe_____

The_____ king mac_____ to be don_____ tute the ____

The_____ king mac_____ to be don_____ tute the ____

are _____ nore aest____

The_____ king machine".

c. Tables
i. Split

REG NO	SEMESTER I		SEMESTER II	
	CAT 1	CAT 2	CAT 1	CAT 2
HSB214-0490/2022	27	25	24	20
HSB214-0477/2022	26	26	22	22
HSB214-0468/2022	25	27	20	24

ii. Merged

REG NO	SEMESTER I		SEMESTER II	
	CAT 1	CAT 2	CAT 1	CAT 2
HSB214-0490/2022	26		22	
HSB214-0477/2022	26		22	
HSB214-0468/2022	26		22	

c. alignment
i. left alignment
The input unit is formed by attaching various input devices such as keyboard, mouse, light pen, and so on to a computer. An input device is an electromechanical device that accepts instructions and data from the user. Since the data and instructions entered through different input devices will be in different form, the input unit converts them into the form that the computer can understand.

ii. Right alignment
The input unit is formed by attaching various input devices such as keyboard, mouse, light pen, and so on to a computer. An input device is an electromechanical device that accepts instructions and data from the user. Since the data and instructions entered through different input devices will be in different form, the input unit converts them into the form that the computer can understand.

iii. Centre alignment
The input unit is formed by attaching various input devices such as keyboard, mouse, light pen, and so on to a computer. An input device is an electromechanical device that accepts instructions and data from the user. Since the data and instructions entered through different input devices will be in different form, the input unit converts them into the form that the computer can understand.

iv. Justify alignment
The input unit is formed by attaching various input devices such as keyboard, mouse, light pen, and so on to a computer. An input device is an electromechanical device that accepts instructions and data from the user. Since the data and instructions entered through different input devices will be in different form, the input unit converts them into the form that the computer can understand.

d. Numbering
1. The input unit is formed by attaching various input devices such as keyboard, mouse.
2. Since the data and instructions entered through different input device.

Nested
1) *Arithmetic/Logic Unit*

a) *Arithmetic unit*

Bulleting

- ❖ *Arithmetic unit*
- ❖ *Logic unit*

e. column-3

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f. Insert formula

$$\sqrt{(x+a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}}$$

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L} \right)$$

g. word art

TRICYCLE

h. Smart Art

- WIZZOH BLAZZAH
- NIITE CRACKER
- LYDIA AURELI

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