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**THE STANDARD TRICYCLE GROUP**

LEC. MESHACK OTIENO

meshackotieno023@gmail.com

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

INTRODUCTION TO COMPUTER

MICROSOFT WORD SKILLS

**HSB214-0490/2022 - MESHACK OTIENO**

**HSB214-0477/2022 - BRIAN NGUNJIRI**

**HSB214-0468/2022 - LYDIA ACHUNGO**

**a. image behind the text.**

1. **COMPUTER INTRODUCTION**

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 fallible human capacities for memory, logical decision making, reaction, and perfection to be extended to almost infinite levels. Millions of complex calculations can be done in a mere fraction of time; 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 work together with the aim of converting data into information. In a computer system, processing is carried out electronically, usually with little or no intervention from the user. To attain information, data is entered through input unit, processed by central processing unit (CPU), and displayed through output unit. In addition, computers require memory to process data and store output. All these parts (the central processing unit, input, output, and memory unit) are referred to as hardware of the computer.

The general perception of people regarding the computer is that it is an “intelligent thinking machine”. However, this is not true. Every computer needs precise instructions on what is to be done and how to do it. The instructions given to computers are called programs, which constitute the software. computer.

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are easy to revise and much more aesthetically pleasing are easy to revise and much more aesthetically pleasing computer.

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**c. Tables**

**i. Split**

|  |  |  |  |
| --- | --- | --- | --- |
| **SEMESTER I** | | **SEMESTER II** | |
| **REG NO** | **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**

|  |  |  |  |
| --- | --- | --- | --- |
| **SEMESTER I** | | **SEMESTER II** | |
| **REG NO** | **CAT 1** | **CAT 2** | **CAT 1** | **CAT 2** |
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| **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***
   1. ***Arithmetic unit***

**Bulleting**

* ***Arithmetic unit***
* ***Logic unit***

**e. column-3**

|  |  |  |
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**f. Insert formula**

**g. word art**

**TRICYCLE**

**h. Smart Art**

**i. Click on the link below to view other work done by Tricycle group.(Hyperlink)**

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