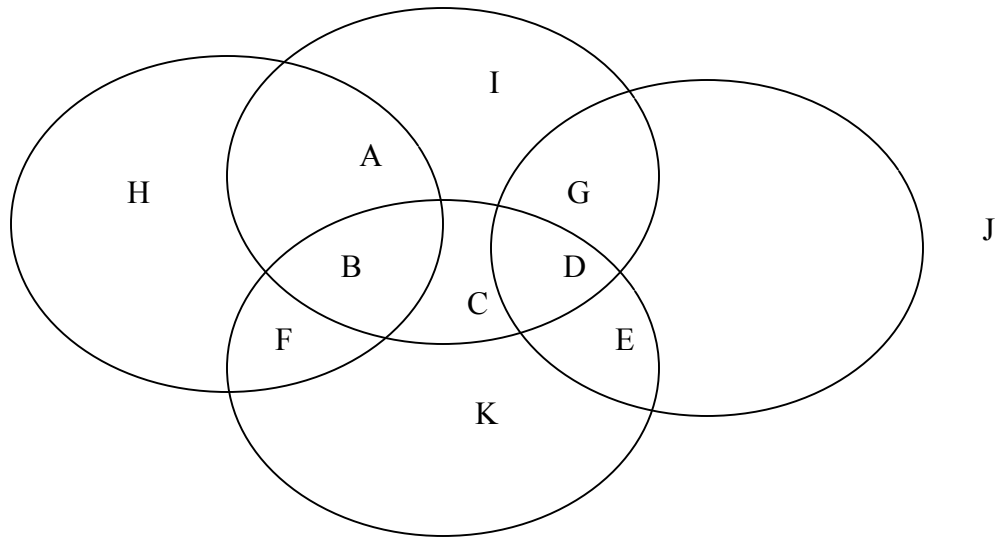
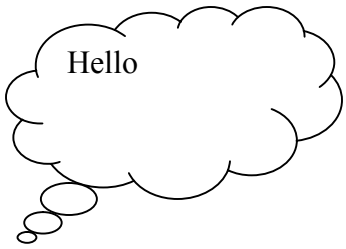
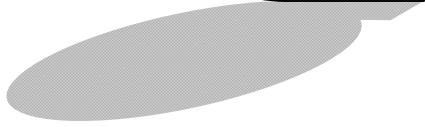
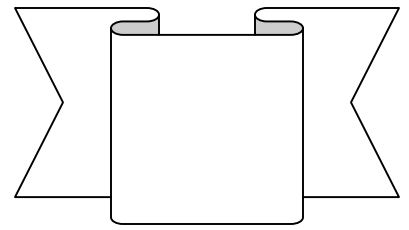
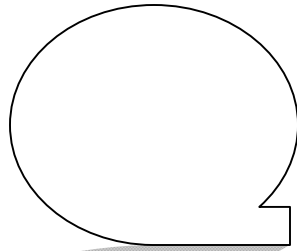
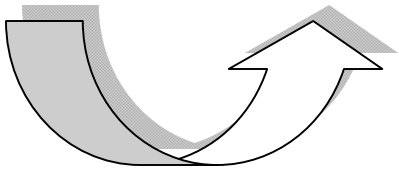
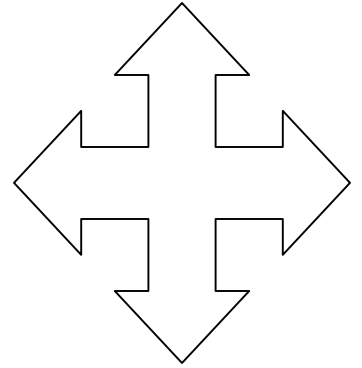
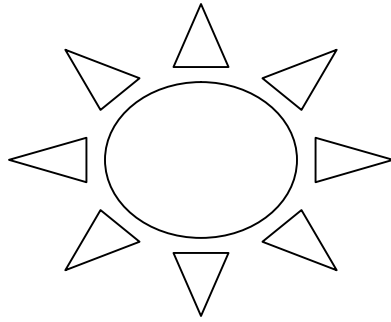
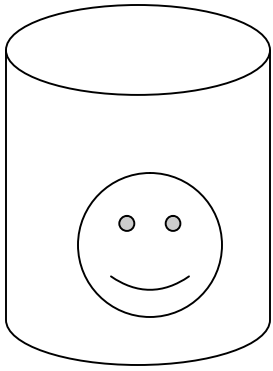


## Word processing with MS-word

- a) Starting Ms-Word
- b) Saving a document-save and save as
- c) Closing a document
- d) Opening an existing document
- e) Exiting Ms-Word
- f) Editing a document-using backspace and delete keys, undo and redo, cut, copy and paste, drag and drop, auto correct and auto complete, find and replace, thesaurus, spelling and grammar checker.
- g) Formatting a document-bold, italic, underline (style and colour), font, font size, font colour, font text effects, character spacing, aligning text-left, right, center, justify, line spacing, text indent-first line, hanging, block indent-bullets and numbers, symbols, page numbers, headers and footers, page breaks, columns, drop caps, change case.
- h) Text boxes, auto shapes,
- i) Page setup-margins, orientation and paper size
- j) Font dialog box-superscript, subscript, strike through, emboss, engrave
- k) Word tables-insert tables, draw tables, insert and delete rows, insert and delete columns, split cells, enter text, resize tables, captions, text direction, table borders-line style and colour, shading (format tables), arithmetic in tables, conversion-table to text, text to table, sorting data in a table.
- l) Mail merging-addressing letters to many people
- m) Creating a table of contents
- n) Working with objects-draw objects, word art, clip arts, pictures and special lines-resize, line colour, crop, move
- o) Footnotes and endnotes
- p) Backgrounds-colour, text fill and watermarks
- q) Borders and shading-text border, paragraph border, page border-shading-colour, art, shadows and styles
- r) Word theory
- s) Printing documents



**Using a word processor, type the passage below as a document**

### **PRELIMINARIES**

Algorithms may be quite complex. The computer programs implement the most complex algorithms can be more easily understood if these programs are organized into hierarchies of modules. In such an organisation, each program contains first a main module which gives a general description of the algorithms. This main module refers to certain sub modules which contain more detailed information than the main module.

### **RATE OF GROWTH**

Suppose **M** is an algorithm and suppose **n** is the size of an input data. Clearly the complexity of (**n**) of **M** increases as **n** increases. It is usually the increase of (**n**) with some standard function. The rates of growth of these functions give their approximate values for certain values of **n**. Observe that the function  $\log_n$  to base 2 grows most slowly, the exponential 2 raised to **n** grows most rapidly and polynomial function **n** to the power of **c** grows according to the exponent **c**.

#### **Required to:**

- a) Spell check the document above
- b) Copy the whole of the second paragraph starting from RATE OF GROWTH into a new page.
- c) Justify the new document
- d) Right align the second paragraph on page one
- e) Convert the heading RATE OF GROWTH to italics and bold using the copy on page 2.
- f) Draw a line of the style **=====** below the heading in RATE OF GROWTH on page 2.
- g) Apply a border of your choice to the first paragraph in page 1.
- h) Save the document with your name.

**Use any available word processor to type the letter below as it.**

John Qauckattack  
123 E. Main St.  
Denver, CO 80101

[Today's Date]

Commission Service  
Volcano Video Games

P.O Box 000111  
Los Angeles, CA 90024

Dear customer service,

I just received your new game, mountain maze adventure, and I love it! It's very challenging.

My sister and I are still trying to figure out all the tricks to getting through the mountain without having it cave in on top of us.

Thanks for a great game!

Sincerely,

John Qauckattack

**Enter the following song lyrics shown below.**

**10,000 Miles**

Farewell my own true love.  
Farewell for a while.  
I'm going away, but I'll be back.  
Though I go 10,000 miles

***Chorus***

10,000 miles, my own true love  
10,000 mile or more  
The rocks may melt and seas may burn  
If I should not return

Will you come back my own true love  
And stay a while with me  
If I had a friend on this earth  
You've been a friend to me

***Chorus***

10,000 miles, my own true love  
10,000 mile or more  
The rocks may melt and seas may burn  
If I should not return

Will you come back my own true love  
And stay a while with me  
If I had a friend on this earth  
You've been a friend to me

Farewell my own true love.  
Farewell for a while.  
I'm going away, but I'll be back.  
Though I go 10,000 miles

***Traditional***

Spell check the document  
Copy the document to page 2 and 3  
Find the word rocks and replace it with cliffs  
Outline the title  
Save the document as song  
Print your work

**Create the personality profile as seen below.**

**PERSONALITY PROFILE**

**Name:** Julie Robinson

**Celebrity status:** Miss universe, 2005

**Date of birth:** 30 September 1986

**Brothers and sisters:** 2 (not counting Stuart)

**Pets:** Cat called Scary  
Dog called posh

**Favourite food:** Pizza with chips

**Favourite group:** The mice girls

**Favourite drink:** Lemon and lime with ginger ale

**Favourite car:** Lada

**Likes:** Rodney, movies, Rodney, dancing, Rodney, netball, Rodney, shopping, Rodney, football.

**Dislikes:** Loud or self centered people, Julia, science, Julia, washing dishes

**Ambition:** To be rich and famous, married to Rodney with 10 children, 2 cats, a dog and a canary.

You can insert your own details if you wish

Spell check the document

Change the font size to 15 for the entire document

Change the font size of the title to 36

Save the document as profile

Type the document below as it is.

**Sam's Pizza Palace**  
180 Gibson Street, Canterbury, 2193

**Date:** 14<sup>th</sup> October 2001

**To:** Sam Alterini  
**Title:** Manager/Owner

**From:** Ronald O'Reilly  
**Title:** Pizza Maker

**Subject:** The advertised position of waiter

I would like to apply for the recently advertised waiter position.

I have been making pizzas for you for seven years.

This has given me extensive knowledge of our product line.

I believe that I am well presented and I think it is time I had more contact with the public.

Could an interview be arranged at your convenience?

Thank you for your consideration.

Spell check the document

Save as pizza

Print your work

Open a new Microsoft Word document

Set your page orientation to portrait and left and right margins to 2.5cm.

Enter the following text.

Here is an example of a table containing information about the components of Microsoft Office.

Insert the following table as a new paragraph

Application Name	Type of Application
Word	Word Processor
Excel	Spreadsheet
Access	Database
Outlook	E-Mail and Personal Information Manager
PowerPoint	Presentation Graphics

Make sure all of the text in the table is fully displayed.

Format the column headings to be bold.

Centre the text in each column of the table.

Ensure that all of the borders in your table will be seen when printed.

In the header, enter your name and an automatic date.

Save your document with the filename Office.

Print a copy.



## KISEMBO AND SONS GENERAL SCHOOL SUPPLIERS

---

P.O Box 1215  
Kampala (u)  
Tel: 031-345672/73  
Fax: 031-344465/64 ...

The Plaza-Kampala Rd  
Opposite PETRO  
Room 145

**Date:** 23<sup>rd</sup> July 2008

**TO: OUR ESTEEMED CUSDTOMERS**

### RE: NEW PRICE LIST

Owing to the recently released National Budget which reflected increased prices of various comodities, and tax, the company has experienced increased costs of production. This, combined with increased Bank rates, has made it inveniatable for the company to increase the prices of its supplies.

The purpose of this letter is to inform you - our dear customer that beginning August 1<sup>st</sup> 2003, all our supplies will be sold at new rates. Below is the new price list.

Item	Old Price	New Price
Girls' Uniforms		
(a) Kapere Dress	4,000 per piece	4500 per piece
(b) Kapere Dress	80,000 a bale	85,000 a bale
(c) Skirts	2,500 per piece	3,000 per piece
(d) Skirts	50,000 a bale	55,000 a bale
(e) Blouses	5,000 per piece	5500 per piece
(f) Blouses	100,000 a bale	110,000 a bale
(g) Plain Dresses	8,500 per Piece	900,000 per piece

- Using a word processor, reproduce the document and save it as "*Price List I*".
- NOTE: Use text boxes for the address in the header
- Change Case and the Font Face of "TO: OUR ESTEEMED CUSTOMERS" to Title Case and Arial Black.
- Change the Line Colour in the Heading to Blue.
- Bold and Underline the *Subject Matter* (RE:...)Of the letter.
- NOTE: Use a *Dotted Line* style
- Perform a spell check for the entire document.
- Open a new document and save it as "*Price List II*" in your folder
- In the document which you have created in above, create a table of **4Columns** and **10 Rows**
- In the table you have just created, enter the price list which appears at the bottom of the text in the previous
- document "*Price List I*"
- Save changes to your document and close the file.

Type the document below and save it as pastime.

(8 Marks)

### **Independence Agenda Celebrations**

Since it is a busy festive season, it is somewhat hard for you to immediately decide on your weekend outing venues. Shakira gives you a few ways in which you can spend the independence celebrations.

Entebbe imperial beach on independence. The hotel has lots of entertainment with friends BBQ luncheon by the poolside at Shs. 10,000 for children. Famous local artists will perform.

#### **You are required to:**

Change the heading to uppercase, bold and underline it. (3 Marks)

Correct any misspelled word (s) in the document (3 Marks)

Replace the fee of 10,000 by shillings 15,000 (3 Marks)

Add your name and index number as footer (3 Marks)

Type the document below as it is and insert a page break starting with paragraph three

### **Norton Internet Security**

Norton Antivirus and Norton Internet Security, developed by Symantec Corporation, are subscription antivirus services. Both products utilize the Norton Antivirus engine, which provides basic malware prevention and removal.

Norton Internet Security adds a two-way firewall which allocates Internet access to applications as needed, among other features. An add-on package adds parental controls, e-mail spam and confidential data filtering for Norton Internet Security.

Both Norton Antivirus and Norton Internet Security are compatible with the Microsoft Windows and Mac OS X operating systems. SONAR, which monitors applications for damaging or potentially malicious behavior, is disabled when Norton Antivirus and Norton Internet Security are installed on 64-bit versions of Windows Vista.

**Type the document below as it is using a word processor available.**

April 8<sup>th</sup> 1993

To: Field Sales Staff

From: B.J McCue, National Sales Manager

**Subject: March Sales Summary**

Great job! Sales for March are up 21% over the same month last year. Our top performer for March, Phil Hill, set a new one-month record-\$78,167! Congratulations, Phil.

I have included a bar graph and a statistical sales summary. The bar graph shows sales activities by region by product for March. The summary should help you place your performance into perspective.

Our annual sales meeting is set at the Bayside Hotel and Marina in San Diego during the first week in January. **Plan your schedule accordingly.**

<b>STATISTICAL SALES SUMMARY BY REPRESENTATIVE</b>				
<b>Sales By Rep.</b>	<b>Crown</b>	<b>Monarch</b>	<b>Curio</b>	<b>Total</b>
LOW	15570	24660	0	
AVG	21551	36069	7250	
HIGH	28067	58388	25440	
RANGE	12497	33728	25440	

**Required:**

- Calculate the total
- Insert a line graph to represent the above data. Let it appear below the table.
- Make a print out of your work.
- Save your work as **assignment**

## Computers in business

Different types of business commonly use computer with day-to-day operating activities as:

- Sales Order Entry: procedures for handling customer orders, including receipt of the order and verification of availability of ordered stock.
- Inventory Management and Control: procedures of tracking, counting, and reordering stock items.
- Personal Management: procedures for maintaining employee information (such as hire date, salary, performance rating, and date of last review) for both development and reporting purposes.
- Payroll: procedures for producing paychecks and reports on employee compensation.
- Accounting: procedures for maintaining the company's financial records.
- Security: procedures for controlling who has access to what data and information at what times and where, and who may enter data to a computer-based information system.
- Investment and General Financial Management: procedures a company institutes, follows, and reviews to guarantee profit and growth.

Computers are also being used in business to collect and analyze data, to produce concise information for management in a clear format suitable for making decisions, and to help managers to avoid being overloaded with unnecessary information.

To keep up to date with detailed information about how computers are being used in various sections of the business and banking world, consult well-known business publications such as Business Week, Fortune, and The Wall Street Journal, as well as computers publications such as PC World and MacWorld.

*Source:* Hutchinson, Sarah E. and Sawyer, Stacey C. (1992). Computers the User Perspective, 3<sup>rd</sup> edition,

Pg. 31, ISBN-0-256-10435-2

### **Required:**

change the heading to upper case, bold and underline it

Change the font of the whole document to Tahoma, point size 11 except the heading which should be point size 15

Add your name as header

Save your work as computers in business

Print out a hard copy

## **Type the passage below as it is and edit it**

Online banking

Online banking (or Internet banking) allows customers to conduct financial transactions on a secure website operated by their retail or virtual bank, credit union or building society.

### **Features**

Online banking solutions have many features and capabilities in common, but traditionally also have some that are application specific.

#### **The common features fall broadly into several categories:**

Transactional (e.g., performing a financial transaction such as an account to account transfer, paying a bill, wire transfer... and applications... apply for a loan, new account, etc.)

Non-transactional (e.g., online statements, check links, co-browsing, chat)  
Financial Institution Administration - features allowing the financial institution to manage the online experience of their end users

ASP/Hosting Administration - features allowing the hosting company to administer the solution across financial institutions

#### **Features commonly unique to business banking include:**

Support of multiple users having varying levels of authority  
Transaction approval process  
Wire transfer

The precursor for the modern home online banking services were the distance banking services over electronic media from the early '80s. The term online became popular in the late '80s and referred to the use of a terminal, keyboard and TV (or monitor) to access the banking system using a phone line.

### **Required**

Bold the heading, font Agency FB, font size 20, font colour blue, underline using double a wave, upper case, center align

Find the word website and replace it with network.

Spell check your document

Italicize the second paragraph

Center align paragraph one

Drop cap by two lines the second paragraph.

Save the document as **test one**

iPod is a brand of portable media players designed and marketed by Apple Inc. and launched on October 23, 2001.

**The product line-up includes:**

- The hard drive-based iPod Classic
- The touch screen iPod Touch
- The video-capable iPod Nano
- The compact iPod Shuffle

The iPhone can function as an iPod but is generally treated as a separate product. Former iPod models include the iPod Mini and the spin-off iPod Photo. iPod Classic models store media on an internal hard drive, while all other models use flash memory to enable their smaller size. As with many other digital music players, iPods, excluding the iPod Touch, can also serve as external data storage devices.

Apple's iTunes software can be used to transfer music to the devices from computers using certain versions of Apple Macintosh and Microsoft Windows operating systems. For users who choose not to use Apple's software or whose computers cannot run iTunes software, several open source alternatives to iTunes are also available.

**iTunes and its alternatives may also transfer:**

- Photos
- Videos
- Games
- Contact information
- E-mail settings
- Web bookmarks
- Calendars

**Type the passage as it is**

Create a hanging indent for paragraph two

Create an indent for the first line on paragraph three

Change the line spacing for paragraph one to double line

Bullet the list of product line up

Number the list of items that iTunes and its alternatives may transfer

Save your work as **test**

**Use a suitable word processing program to type the document below as it is. (5 marks)**

### **The true dangers of the Internet, Google and Wikipedia**

The Internet has become an invaluable resource - if not an integral part of society - over the last two+ decades. As the public has become educated about the Internet, it seems that few have really looked at, or understand, the inner-working of the technology, but more importantly the sociology, politics, and business behind the Internet. It is amusing to me that so many people will cast a wary eye towards so many things in the physical world ... but then believe what they read on-line as unbiased "truth". The scary part to me is that we are now two-generations+ into the Internet, and the amount of "error in judgment" is being multiplied as the millennial and younger generations are not being taught to "consider the source".

We all hear about the people in chat rooms masquerading as younger people to pick-up on children, and even recently to psychological harassment on My Space that led to the suicide of a 13-year old girl. These are the overt misuses of the Internet that obviously can harm people ... and lead to deaths. Are children being taught to thoroughly question these virtual contacts?

Next come the slightly less manipulative uses of the Internet that can be caused by acts of omission. Google is a prime example of this ... as it seems to me that younger and older generations are now becoming convinced that Google - and its first page of results - are the truth, the whole truth, and nothing but the truth.

Google's first page of results are very useful ... but a very small subset of "reality" ... of the total amount of human knowledge in the world. Google's software and algorithms are constantly being tweaked by humans, however they are only able to include information that they can find and interpret. In addition, as proven by the acts of Google-bombing, the information and links on Google can be easily manipulated to cause erratic, if not inaccurate results.

#### **Edit the document as follows:**

- Change the heading to upper case **(5 marks)**
- Justify paragraph two **(5 marks)**
- Drop caps into the margin for paragraph three by three lines **(5 marks)**
- Create a hanging indent for paragraph one **(5 marks)**
- Change the line spacing for paragraph four to double line **(5 marks)**
- Copy the entire document to page 2, 3 and 4 **(5 marks)**
- Insert page numbers to the top of the page and start page numbering at two. **(5 marks)**
- Spell check your document. **(5 marks)**
- Save your work using your name **(5 marks)**

Computer data storage, often called storage or memory, refers to computer components, devices, and recording media that retain digital data used for computing for some interval of time. Computer data storage provides one of the core functions of the modern computer, that of information retention. It is one of the fundamental components of all modern computers, and coupled with a central processing unit (CPU, a processor), implements the basic computer model used since the 1940s.

In contemporary usage, memory usually refers to a form of semiconductor storage known as random access memory (RAM) and sometimes other forms of fast but temporary storage. Similarly, storage today more commonly refers to mass storage - optical discs, forms of magnetic storage like hard disks, and other types slower than RAM, but of a more permanent nature. Historically, memory and storage were respectively called primary storage and secondary storage.

**Type the document as it is**

Insert a heading COMPUTER DATA STORAGE

Change the margin settings as follow: top 2.5 CM, bottom 2.5CM, left 3.0 CM and right 3.0 CM

Change the page orientation to landscape

Write the name of the subject in the header and center it.

Write your name in the footer and right align it

Insert page numbers to the right of the page starting page numbering at 10

Save your work as **newsletter**

Enter the following text into a new blank document, leave two blank line between each block of text. Apply the appropriate Font and Font Size(s) to the appropriate block of text.

Change the Font Style of the following lines of text to:-  
35 point 'Arial Narrow'

FAMILY LAW  
Custody Department  
Maintenance  
Divorce

Change the Font Style of the following lines of text to:-  
20 point 'Lucida Sans'

Ms Helen Jones  
Solicitor  
16 Park Avenue  
MILFORD

Change the Font Style of the following lines of text to:-



18 point 'Algerian'

Silence please!!

Examination in Progress

Change the Font Style of the following lines of text to:-  
25 point 'Castellar'

Please Turn Off  
The Lights

Format the following into superscript: e.g. 6m<sup>2</sup>

25m<sup>2</sup>          4m<sup>3</sup>          30m<sup>2</sup>          6m<sup>3</sup>          60m<sup>3</sup>          4m<sup>2</sup>

x<sup>2</sup>          a<sup>2</sup>          1000C

Format the following into subscript: e.g. H<sub>2</sub>O

H<sub>2</sub>O          SO<sub>2</sub>          H<sub>2</sub>SO<sub>4</sub>          CO<sub>2</sub>

Format the following lines of text as per the instruction column.

Data	Instruction
WILLETTON HOTEL	36 point, Outline
Alice Springs	48 Point, Shadow
All modern facilities	36 Point, Engraved
Family restaurant	18 point, Small Caps
Moderate tariff	15 Point, All Caps
Telephone	12 Point, Strikethrough
Fax No	16 Point, Double Strikethrough
Authors	12 Point, Hidden
34 Cadogen Square	36 Point, Embossed

Format the following lines of text as per the instruction column.

Data	Instruction
WILLETTON HOTEL	Bold
Alice Springs	Italics

All modern facilities	Underline
Family restaurant	Bold, and Italics
Moderate tariff	Bold, and Underline
Telephone	Italics, and Underline
Fax No	Bold, Italics, and Underline

**Bold the word 'brown' the following sentence**

The quick brown fox jumped over the lazy dog

**Italics the word 'over' the following sentence**

The quick brown fox jumped over the lazy dog

**Underline the word 'lazy' the following sentence**

The quick brown fox jumped over the lazy dog

**Bold the words 'quick brown' the following sentence**

The quick brown fox jumped over the lazy dog

**Italics the word 'over the lazy' the following sentence**

The quick brown fox jumped over the lazy dog

**Underline the word 'lazy dog' the following sentence**

The quick brown fox jumped over the lazy dog

**Bold and Italics the words 'The quick' in the following sentence**

The quick brown fox jumped over the lazy dog

**Bold and Underline the words 'brown fox' in the following sentence**

The quick brown fox jumped over the lazy dog

**Italics and Underline the words 'over the lazy dog' in the following sentence**

The quick brown fox jumped over the lazy dog

**Bold, Italics, and Underline the words 'quick brown fox jumped' in the following sentence**

The quick brown fox jumped over the lazy dog

**Format the following lines of text as per the instruction column.**

**Left align the following text**

This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly. Print the following page on a Laser printer on use a copy machine set to the darkest setting. Then cut the double-sided printed circuit board to the proper size. Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board. Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on. Then toss it in water for a while. Then gently rub the paper off leaving the printing attached to the board. Any line that comes off can be painted back on with some enamel paint. Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved. You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards.

**Center align the following text**

This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly. Print the following page on a Laser printer on use a copy machine set to the darkest setting. Then cut the double-sided printed circuit board to the proper size. Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board. Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on. Then toss it in water for a while. Then gently rub the paper off leaving the printing attached to the board. Any line that comes off can be painted back on with some enamel paint. Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved. You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards.

**Right align the following text**

This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly. Print the following page on a Laser printer on use a copy machine set to the darkest setting. Then cut the double-sided printed circuit board to the proper size. Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board. Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on. Then toss it in water for a while. Then gently rub the paper off leaving the printing attached to the board. Any line that comes off can be painted back on with some enamel paint. Now just put it in etching solution from Radio Shack and wait for all the excess

copper to be dissolved. You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards.

**Justify the following text**

This is a double-sided circuit board and care has to be taken to ensure the opposite side of the circuit pattern is aligned correctly. Print the following page on a Laser printer on use a copy machine set to the darkest setting. Then cut the double-sided printed circuit board to the proper size. Cut the patterns apart and using an iron (I use one for model airplane coverings but any non-steam one should work) and iron the pattern to the board. Line the other side up using the tabs along the side as reference or drill a hole through one of the tabs that line up with tabs on the other side (see red and green circles above) and iron it on. Then toss it in water for a while. Then gently rub the paper off leaving the printing attached to the board. Any line that comes off can be painted back on with some enamel paint. Now just put it in etching solution from Radio Shack and wait for all the excess copper to be dissolved. You can do multiple boards at once if you string boards together with small cheap plastic beads between the boards.

**Format the following lines of text as per the instruction column.**

**Use the Cut feature on the text in Paragraph 4 (Dennis' CD's and tapes will also be available for purchase.), then Paste it under Paragraph 5 (We would be grateful if you would advertise this concert to be held on Saturday 23rd February 2008, at 7:30 pm.)**

Dear Sir / Madam

Please find enclosed posters advertising the '**Dennis Marsh and Guests**' concert. Dennis is a well known Maori Entertainer.

This will be a wonderful evening, with a variety of excellent entertainment offered. There will be 4 door prizes to be won on the night. Light refreshments will also be available for sale, with homemade sweets and biscuits.

Dennis' CD's and tapes will also be available for purchase.

We would be grateful if you would advertise this concert to be held on **Saturday 23<sup>rd</sup> February 2008**, at 7:30 pm.

Tickets will be on sale from November 1<sup>st</sup> 2007.

*Tickets can be obtained by having a 'Block Booking' for which a form is enclosed; by phoning Sally Dale on Ph 525-7859; or by writing to Dennis Marsh Concert c/- 5/63 Oranga Avenue, Onehunga.*

This concert has been arranged as a Fundraising function for Otahuhu United Association Football Club.

Thank you for your support, and we hope to see you there.

Kind Regards

M Dale

On behalf of Otahuhu United A.F.C.

**Type the following letters as it is. Save your work as my letter.**

Dear Sir / Madam

Please find enclosed posters advertising the '**Dennis Marsh and Guests**' concert. Dennis is a well known Maori Entertainer.

This will be a wonderful evening, with a variety of excellent entertainment offered. There will be 4 door prizes to be won on the night. Light refreshments will also be available for sale, with homemade sweets and biscuits.

Dennis' CD's and tapes will also be available for purchase.

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Kind Regards

M Dale

On behalf of Otahuhu United A.F.C.

And a price list will be available on the night

## Type the document below as it is

Robotics is the science and technology of robots, their design, manufacture and application. Robotics requires a working knowledge of electronics, mechanics and software and is usually accompanied by a large working knowledge of many subjects. A person working in the field is a robot cist.

Although the appearance and capabilities of Robots vary vastly, all robots share the features of a mechanical, movable structure under some form of autonomous control. **The structure of a robot is usually mostly mechanical and can be called kinematics chain (its functionality being akin to the skeleton of human body.)**

The chain is formed of links (its bones), actuators (its muscles) and joints that can allow one or more degrees of freedom. Most contemplary robots use open serial robots and often resemble the human arm. Some robots, such as the Stewart plat form, use close parallel kinematics chains.

Other structures, such as those that mimic the mechanical structure of humans, various animals and insects, are comparatively rare. However, the development and use of such structures in robots is an active area of research (e.g. biomechanics).

Robots used as manipulators have an end effect or mounted on the last link. This end effect or can be anything from the welding device to a mechanical hand use to manipulate the environment.

The word robotics was first used in print by Isaac Asivayo, in his science fiction story "Runaround", published in March 1942 in astounding science fiction. Robotics is based on the word "robot" coined by the science fiction author and Nobel price winner Karel Capek in his 1920 threat play R.U.R. (Résumé's Universal robots, in Czech Rossumovi univerzalni roboti)

## Edit the document as follows

Insert the heading THE FUTURE OF COMPUTER: ROBOTICS.

Cut paragraph two and paste it bellow paragraph four.

Apply the shimmer text effect to paragraph one

Insert in a header of the word FUTURE and in the footer put your name and stream.

Drop caps in the margin by two lines for paragraph five

Change the line spacing for paragraph three to double line spacing.

Insert date and time at the bottom of your document

Change the character spacing for paragraph four to condensed and the position lowered

Save your work as **goodness** in the folder called **2008**.

The origin of the term virtual reality is uncertain. The Mandala, a 1982 science fiction novel by Damien Broderick where the context of use is somewhat different from that defined above. The VR developer Jaron Lanier claims that he coined the term. A related term coined by Myron Krueger, “artificial reality”, has been in use since the 1970s.

The concept of virtual reality was popularized in mass media by movies such as Brainstorm and The Lawnmower Man ( and others mentioned below), and the VR research boom of the 1990s was motivated in part by the non-fiction book virtual reality by Howard Rheingold. Virtual reality (VR) is a technology which allows a user to interact with a computer-simulated environment, be it a real or imagined one.

Most current virtual reality environments are primarily visual experiences, displayed either on a computer screen or through special stereoscopic displays, but some simulations include additional sensory information, such as sound through speakers or headphones. Some advanced, hepatic systems now include tactile information, generally known as force feedback, in medical and gaming applications.

Users can interact with a virtual environment or virtual artificial (VA) either through the use of standard input devices such as a wired glove, the polhemus boom arm, and omni-directional treadmill. The simulated environment can be similar to the real world, for example, simulations for pilot or combat training, or it can differ significantly from reality, as in VR games.

In practice, it is currently very difficult to create a high-fidelity virtual reality experience, due largely to technical limitations on processing power, image resolution and communication bandwidth. However, those limitations are expected to eventually be overcome as processor, imaging and data communication technologies become more powerful and cost-effective over time.

***(From Wikipedia, the free encyclopedia)***

Cut the second paragraph and paste it at the bottom of the document

- a) Insert a heading vital reality: bold italic size 20 and underlined, uppercase.
- b) Spell check your document
- c) Change the font color for the paragraph three to blue
- d) Insert the word REVERATION as a footer and WORLD LIFE as a header
- e) Change the background color for paragraph one to yellow and font colour blue
- f) Change the line spacing for the whole document to 1.5
- g) Outline paragraph three
- h) Insert a page break starting with paragraph three
- i) Centre the source of the document
- j) Save your work as **word doc**

## Hidden treasure: villagers warm up to oil money with worries

Mud and wattle houses, makeshift boats, men and women, worried glances covering their faces: this does not look like a community that is sitting on a possible oil mine. Not like a community that is on the brink of making history as the first oil village in East Africa. "Kiryambogo is one of the over twenty landing sites all set for change if oil drilling becomes a reality".

In the last few months, villagers have received news of discovery of oil around them with both happiness and sadness. "Test results in one of the wells showed a problem capacity of several barrels a day." More prospecting is being done by heritage although the first commercial barrel of oil is not expected for three years, but expectations are high.

Most of the sites are occupied by Banyoro, Bagungu and ALUR. However, there are also Bagisu, Sudanese and Congolese. Poverty is the middle name of these sites and there is hardly any permanent structure. Most houses are made of mud and papyrus. There are no toilets or health centers. The lake lies peaceful but with activity. It is hard to imagine the underneath this lake might lay one of the largest oil deposits in East Africa. People around  
Realize this still the prospecting stage: so what percentage of what are we asking for? But remain hopeful.

### **Edit the document as follows.**

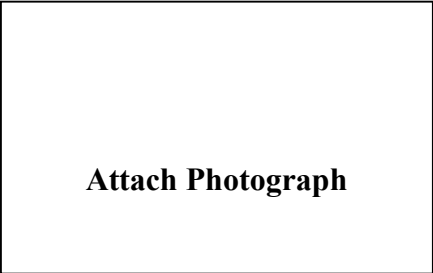
- a) Change the heading as follows ; uppercase, font size 20, centered, underlined using double lines, font color pink and font book man old style.
- b) Insert page numbers to the top of the page
- c) Spell check your document
- d) Change the line spacing for all paragraphs to double line spacing. Insert a footer "traditional".
- e) Insert your name and index number as a header
- f) Indent all paragraphs
- g) Drop caps into the margin by three lines for all paragraphs.
- h) Save your work as "good" and close your diskette.



Type the information below as it appears.

**Gold Bank International**

To: The Manager  
 Gold Bank International  
 Branch .....  
 Date .....



**PERSONAL CUSTOMER INFORMATION FORM**

Family Name		First Name(s)		Other Name	
Nationality		Date Of Birth	Place Of Birth		Marital Status
Number Of Dependants		Country	Sub-County		District
ID/Passport No.		Date Of Issue	Graduated Tax Ticket No.		Date Of Tax Ticket No.
Permanent Address			Next Of Kin		
			Father's Name		
Employer			Name Of Business		
Nature Of Business			Business Location		
Telephone No. (Residence)			Telephone No. (Work)		
Mobile Phone No.			E-mail Address		
Other Bankers			Do you maintain any account with GBI in your Name? (if no please give details below)		
Are you related to any GBI staff?					
Details Of Introducer					
Recommended By:		Account Number:		Signature:	

Save your work as **application form**.

