

QUESTION TWO

- (a) Type the following text using a word processor, font size 12', line spacing 1 1/2 and save it as ACM1. (20mks)

Congress Endorses Computer Science Education as Driver of Innovation, Economic Growth

AC (10/21/09)

ACM and several computing community partners commend the U.S. House of Representatives passage of a resolution to improve the visibility of computer science as a transforming industry that propels technology innovation and improves economic productivity. The House resolution designates the week of December 7 as 'National Computer Science Education Week' and calls on educators and policymakers to improve computer science learning at all education levels and to encourage increased participation in computer science.

ACM is working with Microsoft, Google, Intel, the Computer Science Teachers Association (CSTA), the National Center for Women & Information Technology (NCWIT), and the Computing Research Association to improve awareness that computer science education is a national priority. "National Computer Science Education Week will help us draw attention to the need for an educational system that values computer science as a discipline and provides students with critical thinking skills and career opportunities," says ACM Education Policy Committee chair Bobby Schnabel, dean of the School of Informatics at Indiana University.

CSTA executive director Chris Stephenson notes the vital role that computing plays in people's daily lives, and stresses the urgency of building a strong computing workforce. "We need to expose K-12 students to computer science concepts to help them gain critical 21st century skills and knowledge, and we're grateful for Congress' recognition of this need as a national priority," Stephenson says. NCWIT CEO and co-founder Lucy Sanders says the annual commemoration of National Computer Science Education Week can strengthen efforts to inform students, teachers, parents, and the public about how computer science enables innovation in all science, technology, engineering, and mathematics fields and creates economic opportunities.

- (a) (i) Format the heading as follows: Uppercase, size 16', double underlined. (3mks)
(ii) Apply two columns in the second paragraph. (2mks)
(iii) Indent the third paragraph to 0.5" to the right and 0.5" to the left. (2mks)

- (iv) Save the document as ACM2. (2MKS)
- (b) (i) Copy ACM1 into a new document. (2mks)
- (ii) Apply drop cap in the first paragraph. (2mks)
- (ii) Apply page break in the document so that each paragraph is in its own page. (2mks)
- (iii) Number the pages in the document. (2mks)
- (iv) Enter the following in page two of the document. (3mks)

PACKAGE	DURATION	FEES
WORD		1500
EXCEL	20 HOURS	
ACCESS	25HOURS	3000
DTP	15 HOURS	3500

- (iv) Save as ACM3. (3mks)
- (c) Print ACM1, ACM2 and ACM3. (3mks)