Question 1.

a. Type the following passage exactly as it appears in to a word processor and save is as A: DOCA

GEOGRAPHICAL INFORMATION & DATA

Geographical data is spatially reference data which can be displayed graphically as map images. That is the attitude of a location represented on a map. These data could be either quantitative (like elevation temperature) or qualitative (like land use in the location). In addition the attributes could be temporal. A lot of geographic attributes change with time of day, month, season, solar cycle and even over the ages. This information can be displayed on a map in for different forms.

- (i) Point data: This could represent the location of a city, a hospital, a police station etc
- (ii) Line data: Items normally represented on maps as a line include railway line, roads, coastline, borderline, rivers etc
- (iii) Polygon data: These represent the boarders of specific regions such as seas, countries, city etc
- (iv) Surface data: This is information over a region such as country, province, district, lake, ocean, forest e.t.c

Functionally GIS should at least consist of a geographical data process subsystem, geographical data analysis subsystem and a geographical information use subsystem, a geographical data analysis subsystem and a geographical information use subsystem.

A few examples of GIS users are land surveyors Planners, resources forecasters and managers, public Protection and security officers, property developers And investors, education and transport managers

This list is expanding day by day as GIS systems are becoming more affordable.

Hardware trends affecting GIS

The most important hardware activity that will affect GIS is cheapening or processor cost. With falling costs of the high speed microprocessors, Graphic workstations are now available for less than three thousand pounds sterling. This means that there are Graphic based computer systems being used by more and more users

(26 marks

- **b.** i) Search and replace the passage with word information except in all of those occurrences in bold type face.
 - ii) Capitalize the first character of all occurrences of the word geographical
 - iii) Save the passage as A: DOCB

(6 marks)

- **c.** i) Reformat the paragraph starting with "A few examples" so that the left and right margins are the same as those of the paragraph above it.
 - ii) Save the passage as A: DOCC

(6 marks)

- **d.** Re-order the section labeled (i), (ii), (iii) and (iv) such that the original iii becomes (i), original (iv) becomes (ii), original (ii) becomes (iii) and original (i) becomes (iv) that order and retain the formatting style

 (6 **marks**)
- e. i. Change the paper orientation to landscape
 - ii. Save the passage as A: DOCD

(6 marks)

f. Print DOCA, DOCB, DOCC and DOCD

(6 marks)