1. Type the following passage as it is and then answer the questions that follow. Save it as MS1
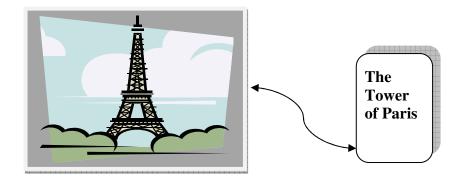
(25 marks)

KEEPING THINGS SIMPLE

Small Business Server achieves both ease-of-use and user success by keeping things simple. Since most decisions are made automatically for the customer in regard to network setup and management, tasks are inherently simple. There are times, however, when the user needs to make decisions. In these instances, a clear and concise Small Business Server interface asks the user to perform one task at a time and only the information necessary for completing the task is presented.

T he siplicity of this approach makes it easy for users to comprehend the scope of each task, which ultimately enhances the user's confidence level and success rate. This reduces the user's intidimidation level and thus contributes to the technology consultant's ability to engage the small business customer in task performance.

Whle business owners look for easier ways to run their business, Microsoft Back Office Small Business Server 4.5 offfers them an easy and attractive way to do so. Small Business Server provides a complete business solution for the small business owner at a reasonable price, based on a single server platform. Using Small Business Server, small business owners can share files and printers, secure their company information, communicate withh business partners and customers, connnect to the Internet, and run business applications.

Small Business Server is designed for companies that operate from a single location with a maximum of 50 clients' computers. Because most businesses of this size have a limited number of employees and resources, they typically do not have a full-time information system (IS) professional on staff.

The Tower of Paris

Instead, they routinely rely on their accountant or office administrator to set up and manage their networks. This presents a unique challenge, , they usually have little or no experience dealing *because although these individual have some experience with computers* with networks. This makes network setup and management a difficult and overwhelmingtask and a times using fomula such as

$$(w2 + f7)^n = \sum_{j=0}^{n6} \binom{r}{k} x^{ok} a^{n-k}$$ is a tall order.

b)i) Search and replace every occurrence of the word **Business** with the word **Company** (match the case as it were) (3 marks)

ii) Bold and underline every occurrence of the words Small Company Server (2 marks)

iii) Insert page numbers as footer on the left end and your index number and name as header. (4marks)

b) i) Copy and paste MS1 into a new document and save it as MS 2, Remove the columns, paragraph written in opposite direction and photo ,create a paragraph starting at the sentence: Using Small Company Server, small business owners can…..

ii) Indent the paragraph you created above in c(i) above with a left margin of 1"
(3 marks)

iii) Insert an end note business server and (3marks)

c) i) Spell check the entire document. (3 marks)

ii) Change the document orientation to landscape. (2marks)

iii) Change the character spacing of first paragraph to single. (2 marks)

iii) Save the document as MS4 as a new document

d) Print all the four documents (A\MS1, A\MS2, A\MS3 and A\MS4 (4 marks))