

**Q2. Using a word processing package, type the text as shown below and save it as A: Computers (35 marks).**

**Chapter 1: Introduction to Computer**

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1.4 Why Is A Computer So Powerful? .....	1-5
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***Chapter 1: Introduction to Computers***

**OBJECTIVES**

- After completing this chapter, students will be able to.
- Explain why it is important to be computer literate
- Define the term computer
- Identify the components of a computer
- Explain why a computer is a powerful tool
- Differentiate among the various categories of software
- Explain the purpose of a network
- Discuss the uses of the Internet and the World Wide Web
- Describe the categories of computers and their uses

## CHAPTER OVERVIEW

This chapter presents a broad survey of concepts and terminology related to computers. The idea of computer literacy is introduced. Students discover what a computer is and what it does. They learn about the components of a computer, the power of computers, computer software and networks and the internet. Categories of computers are identified, including personal computers, minicomputers, mainframe computers and super computers. Students find out how people employ computers from home users to large business users. Finally they learn how people use computers to provide information. Reading and understanding the material in this chapter should help students better understand these topics as they are presented in more detail in the following chapters.

The vocabulary of computing is all around you. Before the advent of computers, memory was the mental ability to recall previous experiences; storage was an area where you kept out-of-season clothing; and communication was the act of exchanging opinions and information through writing, speaking, or signs. In today's world, these words and countless others have taken on new meanings as part of the common terminology used to describe computers and their use.

When you hear the word computer, initially you may think of those found in the workplace - the computers used to create business letters, memos, and other correspondence; calculate payroll; track inventory; or generate invoices. In the course of a day or week, however, you encounter many other computers. Your home, for instance, may contain a myriad of electronic devices, such as cordless telephones, VCRs, handheld video games, cameras, and stereo systems that include small computers. Computers help you with your banking in the form of automatic teller machines (ATMs) used to deposit or withdraw funds. When you buy groceries, a computer tracks your purchases and calculates the amount of money you owe; and sometimes generates coupons customized to your buying patterns.

Even your car is equipped with computers that operate the electrical system, control the temperature, and run sophisticated antitheft devices.

Computers are valuable tools. As technology advances and computers extend into every facet of daily living, it is essential you gain some level of *computer literacy*. To be successful in today's world, you must have a knowledge and understanding of computers and their uses.

- (b). Hang indent the paragraph starting with 'the vocabulary of computing.....'by 2 cms. (3 marks)
- (c). Change the line spacing of text under 1.1 Computer literacy to 2" and save the document as A: Literacy. (4 marks)

- (d). Change the title' **Chapter 1: Introduction to Computers** 'to toggle case (2marks)
- (e). Animate the OBJECTIVES to have a blinking background save as A; Blink (3 marks)
- (f) Print A: Computers and A: Literacy. (2 marks)

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