

MS WORD Acitivity-01

Objective: The goal of this activity is to learn and practice essential document formatting skills in Microsoft Word.

Instructions:

Follow these steps precisely to format your document. Check each item off as you complete it.

1. Start a New Document:

- Open Microsoft Word and create a new, blank document.

2. Add Your Content:

- Type the following sample text into your document.

An Introduction to Computers

What is a Computer?

A computer is an electronic device that manipulates information, or data. It has the ability to store, retrieve, and process data. Computers are all around us, from the desktops we use for work to the smartphones in our pockets. They are made up of two main parts: hardware and software.

Input Devices

Input devices allow us to interact with and provide data to the computer. There are many different types of input devices, including:

- Keyboard
- Mouse
- Microphone
- Scanner

Output Devices

Output devices are used to display or provide the results of data processing. Without these devices, we would not be able to see or hear the information that the computer has processed. Common examples include:

- 1. Monitor
- 2. Printer

3. Speaker

4. Projector

3. Page Layout & Basic Formatting:

- **Font:** Select all text (Ctrl + A) and change the font to **Calibri** and the size to **12pt**.
- **Margins:** Go to the "Layout" tab, select "Margins", and choose **Normal** (Top: 1", Bottom: 1", Left: 1", Right: 1").
- **Spacing:** Select all text and set the line spacing to **1.5**. To do this, go to the "Home" tab, find the "Paragraph" group, and click the "Line and Paragraph Spacing" button.

4. Creating a Title and Headings:

- **Main Title:** Make the title "**An Introduction to Computers**" **Bold**, **Underlined**, and **Centered**.
- **Major Headings:** Make the headings "**What is a Computer?**", "**Input Devices**", "**Output Devices**".

5. List Formatting:

- **Bulleted List:** Use a bulleted list for the "Input Devices" section. Choose a standard bullet style (e.g., a solid circle).
- **Numbered List:** Use a numbered list for the "Output Devices" section.