**KING SAUD UNIVERSITY – COLLEGE OF APPLIED MEDICAL SCIENCES**

**BMT 227 quiz# 1**

***MICROSOFT WORD - PRACTICAL EXERCISE***

***EXERCISE 1:***

1) Load Microsoft Word.

2) Type the following text: **in your file you would only write the text!!**

**Computer Systems: Digital, Analog and Hybrid Computers!**

Different types of computer systems are available in the market to cater to the variety of computing needs. Broadly, computers may be classified on the basis of:

* The type of input they accept and the way they perform the processing operations, and
* Size, in terms of capacities and speed of processing.

**On the basis of nature of input, computers can be classified into three types:**

1. Digital computers
2. Analog computers
3. Hybrid computers

Most of the computers used in business are *digital computers*. They use numbers to represent all types of symbols used by the input data. These computers convert the verbal instructions also into patterns of digits before they are executed.

3) Run the spell checker.

4) Change the line spacing of the paragraphs to 1.5. Set the font to **Times New Roman and the font size to 14.**

5) Add a header to the document and write your Name and Surname. “Use header 1”.

6) Add the page numbers to the text.

7) Set the top margin to 2”, the bottom to 2”, the right and left margin to 1.5”.

8) Change the color ( to RED) for the words that are underlined in the text you are typing.

9) Create a table as shown below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| January Tests | | | | |
| Surname | Name | English | German | Computer |
| Xuereb | Norbert | 60 | 88 | 90 |
| Spiteri | Richard | 80 | 65 | 78 |
| Borg | Clive | 71 | 77 | 78 |
| Caruana | Michelle | 88 | 90 | 95 |

10) Insert a row between Spiteri and Borg and add the following data:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Briffa* | *Paola* | *42* | 50 | 65 |

11) From the reference bar, create a new citation using the following data:

* Type of source: journal article
* Author: “your name”,
* Title: Microsoft word quiz
* Journal name: Computer science
* Year: 2014
* Pages: 2,
* volume: 4,
* issue: 1
* URL: [www.ksu.edu.sa](http://www.ksu.edu.sa)

12) Save your work as (you name, surname, quiz1, student ID number) at the desktop.

End…