

## Computer Definition

**Computer** is a machine that is used to store and process data electronically, it has two components hardware such as (CPU) and software such as (OS).

### Computer components

#### 1. Hardware

##### a. CPU

- ALU
- CU

2

##### b. Memory: It is measured in Kilobyte $\approx$ 1000 byte (Byte = $2^3$ bit)

Computer Types		
supercomputer		
Main frame		
Microcomputer:	Desk top	Lap top word



1. Create new folder on desktop and naming (your name). 0.5
2. Apply this format to the title: font size : 14,font color: green ,align :Center.
3. Change the title case to uppercase . 0.5
4. Find the word (CPU) and replace it with (Central processing unit). 1
5. Make page border. 1
6. Make the line space for the body text 1.5 line. 0.5
7. Make the space after the paragraph in the body text 6pt . 1
8. Create a header and add the text Computer introduction. 1
9. Add the page number to the footer. 0.5
10. check the spelling of your document. 0.5
11. Save the document as word sheet. 0.5
12. Insert text box (**Computer components**) and shading it. 1