**MS Word Worksheet -5,6,7-**

**Session 11,12,13 (195-228)**

1- In new word document writ, the following text:

**Computer System**

Computer System:

What does Computer System mean? A computer system is a basic, complete and functional computer, including all the hardware and software required to make it functional for a user.

It should have the ability to receive user input, process data, and with the processed data, create information for storage and/or output.

A computer system allows users to input, manipulate and store data. Computer systems typically include a computer, monitor, keyboard, mouse and other optional components. All of these components also can be integrated into all-in-one units, such as laptop computers.

Computer hardware:

1. CPU
2. MEMORY
   1. ROM
   2. RAM

Random access memory (RAM):

RAM capacity measured in byte

1 KB ≈ 1000 byte

2- Write the title using WordArt.

What

3- apply drop cap effect to the first word to looks like below:

does Computer System mean? A computer system is a basic, complete

4- Insert the date before the title.

5- Insert (≈) symbol as shown.

6- Add Watermark with the text ”king saud university”.

7- Add border and change the background.

8-add borders to the page and change its color.

9- Set the top and bottom margins to 2 inches ,left and right margin to 1 inche.

10-Orientattion, size, columns, line numbers,

11- Inserting, updating & deleting table of contents.

12-spelling and grammar

13-inserting comments.

14-view tab: views & show group

15-Other features of word 2016.

16- inserting and  deleting footnotes