Design a publication to appear exactly as shown in the next page using the following instructions.

(20marks)

a) (i) Launch the DPT package and set measurements to centimeters and the margins 2cm all round

   (ii) Paper size A4 portrait.

b) Save your work as "**Modern computers**"   (2marks)

c) The heading "*Introduction to computers The Basics"* to have the following styles.   (5marks)

- Centered across the page
- Font face
- Font size: 18
- Background Texture: Granite
- Format the drop cap in the first line as it appears

d) The heading "Hardware" in the publication to have the styles.   (5marks)

- Font face: Arial Narrow
- Font size: 16
- Text weight: Bold
- Character spacing: 180%
- Alignment: Centered

e) The text under the heading "Hardware" to be in two columns and having the following styles.

(3marks)

- ➢ Font size: 12
- ➢ **Dashed outline** on the first column
- ➢ First character of the **first column** to be dropped by 4 **lines** as shown.

f) Insert the banner bearing the text **auxiliary** as it appears.   (3marks)

g) -   Enter the text below the banner in three columns as shown   (4marks)

   -   Insert lines between the three columns   (3marks)

   -   Type and format the text below the three columns exactly as it appears   (3marks)

h) Print the publication.   (2marks)

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Introduction to Computers The Basics

Many people believe that knowing how to use a computer, is one of the basic skills needed to succeed in the workplace. In order to use the computer it is necessary to understand how the computer works.

H a r d w a r e .

Computer hardware is made up of the equipment used to make up you computer unit.

These parts include your monitor, central processing unit (CPU), keyboard, mouse, printer, and modem.

The computer is an electronic machine that performs the following four general operations:

- Input
- Storage
- Processing
- Output.

Input
The input hardware allows you to enter data into the computer. The primary devices used are the keyboard and mouse.
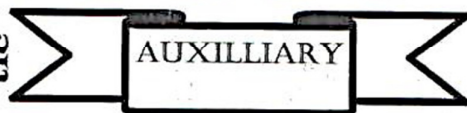
Processing
The central processing unit or (CPU) is the "brain" of your computer. It contains the electronic circuits that cause the computer to follow instructions from ROM (read only memory) or from a program in RAM (random access memory).

Output
Output devices such as a monitor or printer make information you input available for you to view or use.

Storage
Auxiliary storage devices, also called secondary storage devices, are used to store instructions and data when they are not being used in mem-

AUXILLIARY

To read data stored one floppy disk or to store data on a floppy disk, you insert the floppy disk in a disk drive. If the disk is unused, you must format or initialize it before your computer will allow you to store data on it. Formatting organizes the tracks around the disk into pie like slices called sectors which make it possible for your computer to save and retrieve information. The density of the bits on the track and

Floppy Disks - A floppy disk is a circular piece of oxide-coated plastic

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Floppy disks are identified as being double density or high density