

1. Design a newspaper publication to appear as indicated in the next page using the following instructions.
- a) Launch the DTP package and set the preference measurements to centimeters and the document margins to 2 cm on all sides. (2 marks)
- (b) The heading computer software to have the following styles; (4 marks)
- Background colour gray
 - Font face Arial
 - Font size 18
 - centered across the page
- (c) The other three headings in the publication to have the styles:
- Font face Arial Narrow
 - Font size 15
 - Text weight bold
 - Character spacing 120%
 - Alignment centered
- (5 marks)
- (d) The text under heading Computer software to be in two columns and having the following styles:
- First character of the paragraph to have a 3 line drop cap
 - Font face Arial Narrow
 - Font size 12
 - Text weight bold
 - Hyphenation disabled
 - Fully justify
- (22 marks)
- (e) The tree Diagram should be drawn as shown (10 marks)
- (f) Print the publication. (1 mark)

COMPUTER SOFTWARE

Definition: Software is defined as a set of instructions to the computer to perform some task. For one to use the computer it's essential to know its' utilization.. Software is further classified into system software and application software.

SYSTEM SOFTWARE

Performs a variety of fundamental operations that avails computer resources to the user. These functions include:

1. Booting the computer and making sure that all the hardware elements are working properly.
2. Performing operations such as retrieving, loading, executing and storing application programs .
3. Storing and retrieving files
4. Performing a variety of system utility functions.

System software include:

- Operating system
- Utility programs
- Translators

APPLICATION SOFTWARE

They are developed to help user accomplish specific tasks.

They are classified according to

1. Acquisition
2. In-house developed programs
3. Standard software

In-house programs are uniquely designed to meet a particular user's needs.

Standard software are developed by software engineers and made available for purchase by a vendor.

Acquisition refers to how the software are obtained i.e. in-house or off the shelf.

Knowledge is power

STRUCTURED DIAGRAM

