INF117 and INF233

Introduction to Computers

Class Work – 1

A.
1. Open **Word** then type the following paragraph
2. Press enter key at the end of each paragraph

The original IBM PC was *extremely* primitive (not to mention expensive) by current standards. The basic mashine came equipped with only 16Kb RAM and was sold without a monitor or disk (TV and tape cassette were suggested instead). The price of this powerhouse was $1565.

You could, However, purchse an expanded business system with 256Kb RAM, two 160Kb floppy drives, monochorome monitor, and 90-cps printer for $4450.

3. Spell check the paragraphs
4. Find and replace all Kb to Mb
5. Change the world *extremely to* **extremely** (font 16, Times new Roman)
6. Change the word IBM PC to <u>IBM PC</u>
7. Fill color the word monitor at the end of the second paragraph to Red
8. Change the font color of the words TV and cassette to Blue
9. Select the sentence " The price of this powerhouse was $1565" and move it to end of the second paragraph
10. Undo the preceding action
11. Write your name at the heading of the paragraph (Centered, font 14 Tahoma, Bold)
12. Save your document as MyClasswork1
13. Good Luck ☺

B.   Your paragraph should be like this below:

Your Name

The original <u>IBM PC</u> was **extremely** primitive (not to mention expensive) by current standards. The basic machine came equipped with only 16Mb RAM and was sold without a monitor or disk (TV and tape cassettes were suggested instead). The price of this powerhouse was $1565.

You could, however, purchase an expanded business system with 256Mb RAM, two 160Mb floppy drives, monochrome monitor, and 90-cps printer for $4450.