

Word Processing Tutorial – The Parts of a Computer

In this exercise you will create a document consisting of:

- a main heading
- six subheadings
- six paragraphs of explanatory text.

First you will type all of the text in plain format, then you will change the colour, size and font of each section. In order to do this you should know how to select text. If you're not sure you should first read the handout "**Microsoft Word – Selecting Text**".

Step 1: Input the text

Open Microsoft Word and type the text below. Do not try to type the ¶ symbol – it is there to indicate where you should press Return.

The Parts of a Computer¶

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CPU¶

¶

Your computer's central processing unit, or CPU, is normally a rectangular box that sits on your desktop or next to your knee under the desk.¶

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Monitor¶

¶

The monitor is the computer user's window into the workings of the computer. It consists of a television picture tube modified to accept the computer's video signal.¶

¶

Keyboard¶

¶

The keyboard is the primary input device used to communicate with the computer. A computer keyboard resembles a conventional typewriter keyboard.¶

¶

Mouse¶

¶

The mouse is another input device used to point at objects on the computer monitor and select them.¶

¶

Compact Disk and Floppy Disk Drives¶

¶

Two disk drives normally in the CPU case, used for reading and storing data on compact disks and floppy disks.¶

¶

Peripherals¶

¶

Computer peripherals are any devices that can be connected to a computer other than the standard input-output devices. A printer is an example of a computer peripheral.

Step 2: Format the Main Heading

Select the main title “The Parts of a Computer”. Keep the text selected while you make all the following changes:

Use the Font Size button on the Formatting toolbar to change the size to 28 point.



Use the Font button to change the font to Courier New.



Click on the Bold button to change to bold type.



Click on the small black arrow on the Colour button. A palette of colours should drop down. Select a colour for the title.



Click anywhere in the document to remove the selection from the title.

Step 3: Format the Subheadings

Select the first subheading “CPU” and using the same formatting buttons as above change the text to size 18 point, Arial font, bold, and any colour you like.

Apply identical formatting to the remaining subheadings (Monitor, Keyboard, Mouse, etc).

Step 4: Format the Paragraphs

Select the first paragraph (the paragraph which begins “Your computer’s central processing unit...”).

Change this paragraph to 14 point, Comic Sans MS font, and any colour you like.

Apply the same formatting to the remaining paragraphs.

Step 5: Experiment

Compare your result with the sample on the next page.

Experiment with other sizes, colours and fonts.

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