

Exercise 1 – Word

A computer is a device that accepts information (in the form of data) and changes it for some result based on a program or sequence of instructions on how the data is to be processed. Computers can also store data (including the program, which is also a form of data) for some time. Different programs may be provided to the computer (loaded into its storage and then started by an administrator or user). Today's computers have both kinds of programming.

Follow the instructions below:

1. Open a blank MS Word document and type the above text.
2. Copy the last sentence **Today's computers have both kinds of programming.** to the beginning of the first paragraph.
3. Change the typeface of the entire document to 13 point Arial.
4. Change all the word occurrences of **computer** to **workstation**.
5. Change the spacing of the entire document from single spacing to 1.5.
6. Change the alignment of the entire document to Justify.
7. Set the phrase **sequence of instructions** in Italic.
8. Create a cover page that precedes the document. Set the title: **What is a computer?** in 26 point Tahoma, Bold and Center it.
9. Add a header with your name and university ID number in English.
10. Include a ClipArt image to the document of a computer.

Save the document as: **MyName-ID.doc** on the desktop.

Pre Lab Test Exercises

Exercise 2 – Excel

Open Excel and create the following table:

Name	English	Maths	Arabic	Sum	Percentage	Result
Omar	78	45	90			
Ali	24	67	67			
Badr	50	3	6			
Ahmad	60	60	87			
Sultan	65	65	65			

Then complete the table for the SUM column. Work out the percentage (divide the sum by 300) then use an IF formula to add a text of 'PASS' if the percentage is greater than 65% or 'FAIL' if less than 60% to the Result column.

Save the document as: **MyName-ID.xlsx** on the desktop.

Exercise 3 - PowerPoint

Create a PowerPoint presentation with the following content:

1. Title Slide 'Computers in Society'. Put the title in an Autoshape and add some shadow.
2. Slide 2 – Title 'Benefits of computers' – add some relevant points / content
3. Slide 3 – Title 'Disadvantages of computers' - add some relevant points / content
4. Slide 4 – Title 'Increase in computer speeds' – use a bar chart and text to show how computers have got faster over the last 50 years

Use a good design for your presentation and remember to add some transitions between slides.

Save the document as: **MyName-ID.pptx** on the desktop.