3. Word question

Make the following text in ms-word.

Introduction of Computer

All the programs that can be run into computer without user's interaction and intervention or program that can be made run by the interest of users are called software. Broadly speaking, software neither can be touched nor weighted nor occupy our space. But software is always developed and placed into the hardware as kept into computer itself or carried from one place to another by diskette or communication media (Telephone Line). Software will include all types of operating systems; readymade MS packages like MS Word, MS Excel etc. and locally developed and data.

Computer has no use without software.

Software is fondly called **"Brain"** of the computer system. Software is the part of computer that enables it to process data and gives the information. The logical components or set of procedures or routines or instructions are called software. The software and hardware categorized broadly into two types;

1. Software
    1.1. System Software
        1.1.1.1. Ant various
        1.1.1.2. Orating system
    1.2. Application Software
        1.2.1.1. Ms-word
        1.2.1.2. Ms-access
        1.2.1.3. Power point
        1.2.1.4. Database
        1.2.1.5. Presentation software
2. Hardware
    2.1. Keyboard
        2.1.1.1. XP-Keyboard
        2.1.1.2. AT-Keyboard
        2.1.1.3. Qwerty - Keyboard
    2.2. Mouse
        2.2.1.1. Optical mouse
        2.2.1.2. warless mouse

Let me offer hints to help him solve this question.

Step 1. Enter the title text 'Introduction of Computers'. Center the text and make it bold. Choose the suitable text size (16 to 18 points). Press Enter to change paragraph.

Step 2. Click Format >> Columns. Set number of columns into 3, mark the check box 'Line between columns'. Select 'This point forward' from Apply to drop down list in Columns dialog box. Click OK to apply the setting and close dialog box. Enter the given text 'All the programs that can be run …. into two types".

Step 3. Place the insertion line in second paragraph "Computer has no use without software …. into two types." and choose Format >> Drop Cap. Click on 'Dropped' setting; Lines to drop : 3 lines. Click OK to apply the setting and close the dialog box.

Step 4. Double click the word Brain in second paragraph and click Bold button (Ctrl + B)

Step 5. Place the insertion line at the end of document (Ctrl + End) and hit Enter to start new paragraph. From Format menu choose Columns and click on One column button. Select 'This Point Forward' from Apply to drop down list and click OK.

Step 6. For multi-level numbering, click Format >> Bullets and Numbers >> Outline Numbered. Choose the third numbering format 1, 1.1, 1.1.1… Click OK to close dialog box.

Step 7. Type Software and hit Enter. Press Tab to go to the second level numbering. This will present the number 1.1. type System Software and hit Enter. Again press Tab and type Operating System. Hit Enter.

Step 8. Because we need to return to second level of numbering press Shift + Tab. Type Application Software and hit Enter. Go on typing pressing Tab or Shift+Tab when you need to promote or demote the outline level. Finish typing up to wireless mouse.

Step 9. From drawing toolbar select 'Rectangle' tool and draw around the text to create outline border. Go to shape properties (right click >> Properties). Choose 'None' in Fill Color to display the text inside rectangle. Select line tool and draw horizontal line just below columns.

Step 10. Save the file as instructed.