**UNIVERSITY OF NAIROBI**

**DIS 102: Microsoft Word Assignment**

1. **Type the following passage the way it appear and use it to answer the questions that follow; attempt all the questions**

**Computer organization**

Computer organization helps optimize performance-based products. They may need to optimize software in order to gain the most performance at the least expense. This can require quite detailed analsis of the computer organization. For exmple, in a multimedia decoder, the designers might ned to arrange for most data to be processed in the fastest data path and the various components are assumed to be in place and task is to investigate the organizational structure to verify the computa parts operates. Computer organization also helps plan the selection of a processor for a particular project. Maltimedia projects may need very rapid data access, while supervisory softwaya may need fast interrupts. Sometimes certain tasks need additional components as well. For example, a computer capable of virtualization needs virtual memory hardware so that the memory of different simulated computers can be kept separated. For example, software engineers need to know the processing ability of processors.

1. Centre the Title and should be bold, in title case, font size 18 and underlined
2. Spell check the entire passage
3. Change the line spacing of your paragraphs to 1.5 spacing and justify their alignment.
4. Drop the first letter “C” in the extract by three lines.
5. Cut the last sentence “*For example, software engineers need to know the processing ability of processors.”* And paste it after the first sentence.
6. Change the font of the entire passage to Algerian and font style to regular.
7. With exception of the title, change the entire passage to two columns
8. Insert footer of the document as ***Technology.***
9. Apply a page border of your own choice.
10. Print and hand in your work as a hard copy.
11. **You have been assigned with the job of designing schedule of events for a premier league. Using the Tab options create an admirable schedule of events in the following order.**

Set the first tab stop to 0.5’’, left alignment and leader to none. Set the second tab stop to 3’’, centre alignment and leader to none. Set the third tab stop to 6.5’’ right alignment and leader number two (2). When creating your schedule, try to be consistent to the following order; Names of the teams to play, Venue and Date/Time, for example:

**Names of the Teams Venue Date/Time**

TEAM YETU Vs WAZELENDO KASARANI 12/4/11 - 3.30PM

**Note:** The names of the teams are not necessarily to be exact; you can use names of your own choice but should be at least of ten teams. Be creative and original; customize your work to look cool and attractive.

Print and hand in your work as a hard copy.