

MS Word Exercise

Exercise 1

Computer sciences

The computer: is a device capable of processing information according to the following steps:

- Data entry using input units.
- Storing data on storage units
- Data processing by the processor
- Output of data (i.e., results) using output units

- *Create a new folder by your name under the desktop*

- *type the document given below in Microsoft Word*

- Change the font of **computer science** to **Arial black** font size **30** style

bold & italic underline style (zig-zag) font color **red** and apply a **strikethrough** effect

- Align the title at the center with text highlight color yellow

- Change the first paragraph to font size 24 and font style italic

- Apply the 1st line indentation (.....)to the first paragraph

- Change the paragraph spacing to 12 points

- Save the document by the name *Exo1Group..* under your folder (pdf and doc extention)

- Do a black border of 1.5 points around the page.

- The background of the invitation should be gray.

- Write in the header 'Information and Communication Technology ICT'

- Write in the footer *Group N...*

- Add a page number

- Write the following equation

$$\|\tilde{x}\|_{L_\infty} \leq \sqrt{\frac{\theta_{\max}}{\lambda_{\min}(s)\Gamma}}$$

Exercice 2

Create the following table as look

Total Student Amount categorized by department and student type

Faculty of Letters and Languages	Department	L1	L2	L3	total	percentage
	Department of English language and Literature	620	410	80	1110	32.64
	department of french language and literature	570	340	60	970	28.52
	Department of Arabic Language and Literature	700	500	120	1320	38.84
<i>The number of student</i>			3400		100%	

- Represent the percentage of students in every Department in a pie chart
- Present the nbr of student in ever Department

Exercice 3

Create the following word art and shapes as they appear by name art under your folder

