UNIT 2: WORD PROCESSING
PAGE LAYOUT/LAYOUT IN MS WORD

Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

Answer the questions.

1. List down the steps to set the margin of your Word document page to the following:

Top: 0.50 in   Bottom: 0.50 in
Right: 0.75 in   Left: 0.75 in

_____

_____

_____

_____

_____

2. There are two types of page orientation, portrait and landscape.
Describe portrait orientation (use a minimum of three sentences).

_____

_____

_____

Describe layout orientation (use a minimum of three sentences).

_____

_____

_____

_____

UNIT 2: COMPUTER OPERATIONS & FUNDAMENTALS
CPU SPEED

Yr Level:	**Subject:** ICT	**Unit:**	
Name :		**Date:**	

<u>Fill in the blanks.</u>

Central Processing Unit (CPU)

At the heart of every computer is the Central [   ] Unit or CPU. This executes the program instructions and controls the other elements of the computer. In order to do this the computer needs access to:

(a)   random access memory or [   ], where instructions and data are stored
(b) [   ] memory which is used to store data waiting to be processed

As soon as the computer starts up, the CPU runs an endless fetch-decode-execute cycle, constantly fetching instructions and decoding them. The speed of the CPU is set by a chip which determines the CPU's clock speed, which is measured in [   ] Data is moved around the system along a [   ]. A bus simply connects one part of the [   ] to another.

Some CPUs utilise multiple cores. This is simply two or more CPUs working together. Essentially this means that different processes can be run on different cores. This speeds up Multitasking. Data is stored in the form of a 0 or 1, otherwise known as a bit. 4 bits are called a [   ], 8 bits are called a byte. 1024 bytes are called a . [   ]

<u>Choose your answer from the words in the box below.</u>

RAM	kilobyte	Processing	cache
nibble	bus	Hertz	motherboard