WORKSHEET
INFORMATION TECHNOLOGY
FORM 1

Week 4- Recap on Microsoft Word and its features

Instruction- With the aid of Microsoft Word, copy and complete the table below in your exercise book:

Name of Feature	Function	Icon	Name of Feature	Function	Icon
Margin			Bold		
Orientations			Italics		
Size			Underline		
Columns			Text Shadow		
Text Highlight Colour			Change case		
Strikethrough			Font colour		
Shading			Bullets		
Font			Numbering		
Font size			Left Alignment		
Watermark			Center Alignment		
Page Color			Right Alignment		

Page Borders			Justify Alignment		
Line and Paragraph spacing			Subscript		
Add or Remove columns			Superscript		
Table			Footer		
Page Break			Page Number		
Word Count			WordArt		
Header			Drop cap		
Spelling checker			Equation		
Thesaurus			Symbol		

1. Explain what is meant by:

   a. Booting and operating system

2. List three different operating systems used on computers.

3. Why is Microsoft considered as an Integrated Software?

4. Complete the table below:

Type of software	*Examples of application programs*
Word processing	
Databases	
Spreadsheets	
Integrated Software	
Presentation Software	

N.B All questions will be discussed when school reopens and the work must be completed in the exercise book.