Microsoft Word Assignment
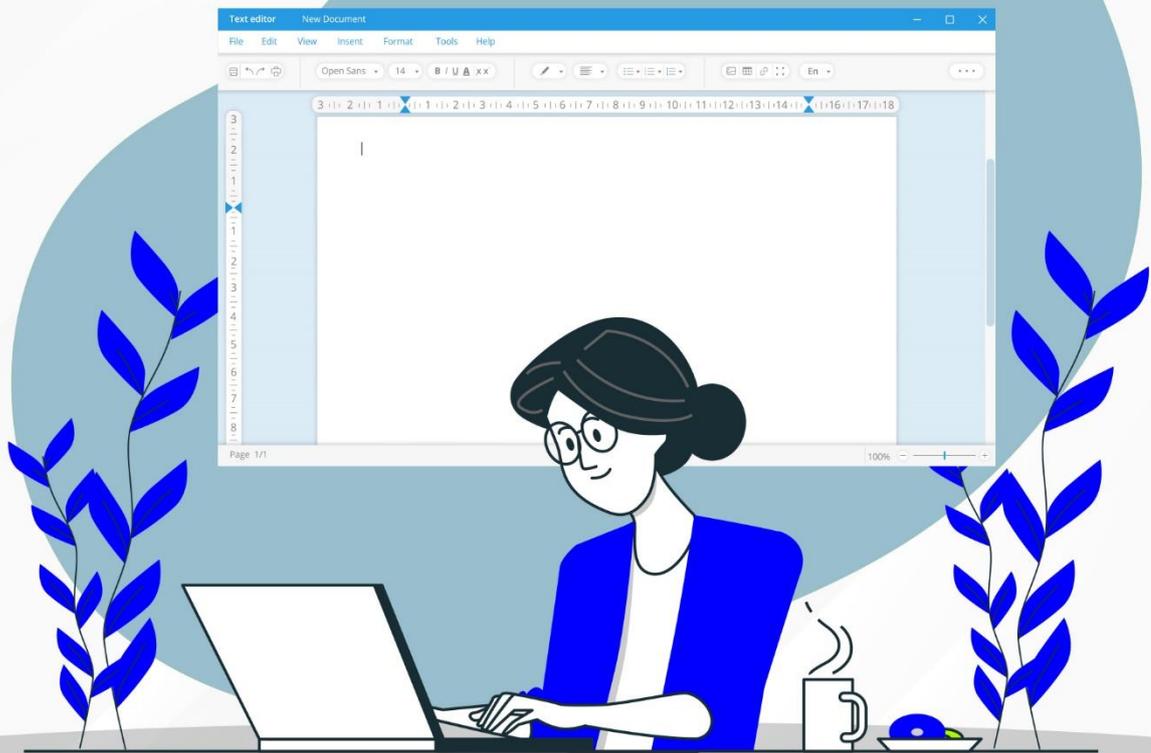
Microsoft Word Practical Exercises

You are a teacher tasked with preparing a technical document about memory units for a class assignment. Your goal is to create a well-structured, visually appealing document in Microsoft Word that follows specific formatting guidelines.

Start by typing the text provided below:

A Read only Memory is a memory unit that performs the read operation only, it does not have a write capability. This implies that binary information stored in a ROM is made permanent during the hardware production of the unit and cannot be altered by writing different words into it.

Whereas a RAM is a general-purpose device whose contents can be altered during the computational process, a ROM is restricted to reading words that are permanently stored within the unit. The binary information to be stored, specified by the designer, is then embedded in the unit to form the required interconnection pattern.

Step 1: Counting the Occurrences of the Word "ROM"

As you proceed with editing, begin by counting how many times the word "ROM" appears in the document.

You can use the search function in Microsoft Word to easily locate and count the word "ROM". This will help you keep track of all the instances of "ROM" that need to be replaced.

Step 2: Replacing "ROM" with "Read Only Memory"

Next, you need to replace the word "ROM" with the full term "Read Only Memory" throughout the document.

Microsoft Word offers a "Find and Replace" feature, which allows you to replace the word automatically. Simply search for "ROM" and replace it with "Read Only Memory."

Step 3: Underlining the Text "Read Only Memory"

Now, to enhance the document's readability and emphasize the term "Read Only Memory," underline every instance of the phrase. Highlight each occurrence and apply the underline format. This adds a professional touch to the document and ensures that the term stands out.

Step 4: Creating an Autocorrect Entry for "ROM"

As an additional feature, you can set up an autocorrect entry for "ROM." This means that anytime you type "ROM," Microsoft Word will automatically replace it with "Read Only Memory."

To do this, go to the autocorrect settings and input the change, so your document always displays the full term without further manual intervention.

Step 5: Applying a Drop Cap to the First Letter

To make the document look more visually appealing, you can apply a drop cap to the first letter of the paragraph. A drop cap is a large letter that drops into the first few lines of the text.

This formatting option makes the beginning of the document stand out, giving it a polished and professional appearance.

Select the first letter of the paragraph "A" and apply the drop cap effect from the Word formatting options.

This will result in the letter "A" extending into three lines, adding a dramatic, stylish touch to your document.

Step 6: Saving the Document as "First.Doc"

Once all of these changes are made, save your work as **First.Doc** to ensure your progress is securely stored. You now have a polished, structured, and well-formatted document that meets all of the assignment requirements.

End of Assignment

For detailed course curriculum you can refer to our website:
https://www.cbitss.in/data-analyst-course-in-chandigarh/

1. These are open-book assignments designed for course aspirants. You can consider these assignments as prerequisites for this course.
2. You'll learn and apply new skills in a fun, engaging way.
3. Take your time to explore this content; it's just the start of an exciting journey.
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