

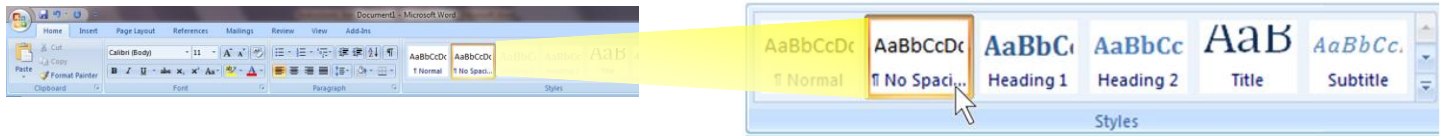
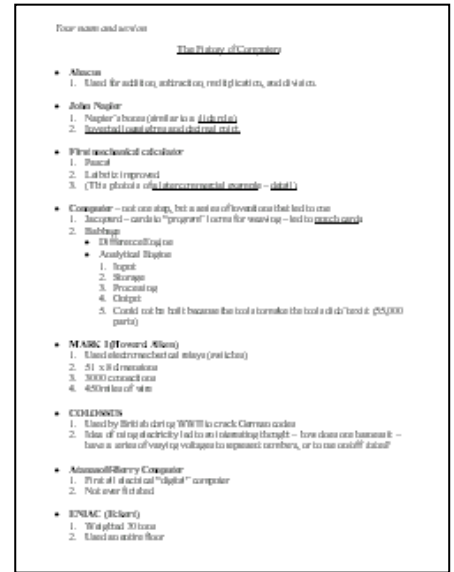
Making Lists in Microsoft Word

Preparing the Document

- Program Microsoft Word
- Font..... Times New Roman
- Font Size..... 12
- Save As..... **Lists**

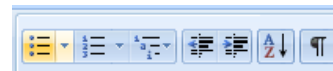
Directions for the Assignment

1. Open Microsoft Word.
2. Change the font to Times New Roman, and the size to 12.
3. In the Styles group under the Home tab, choose the No Spacing Style option...

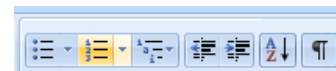


4. Type your name and section at the top of the document, press ENTER twice.
5. The History of Computers is Centered and Underlined, press ENTER twice.
6. Type the example at the bottom using numbered lists and unordered (bulleted) lists.

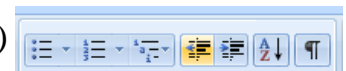
- Use this button for making numbered lists



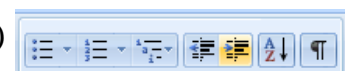
- Use this button for making unordered (bulleted) lists




- Use this button to increase the indent (move entire line to the right)



- Use This button to decrease the indent (move entire line to the left)

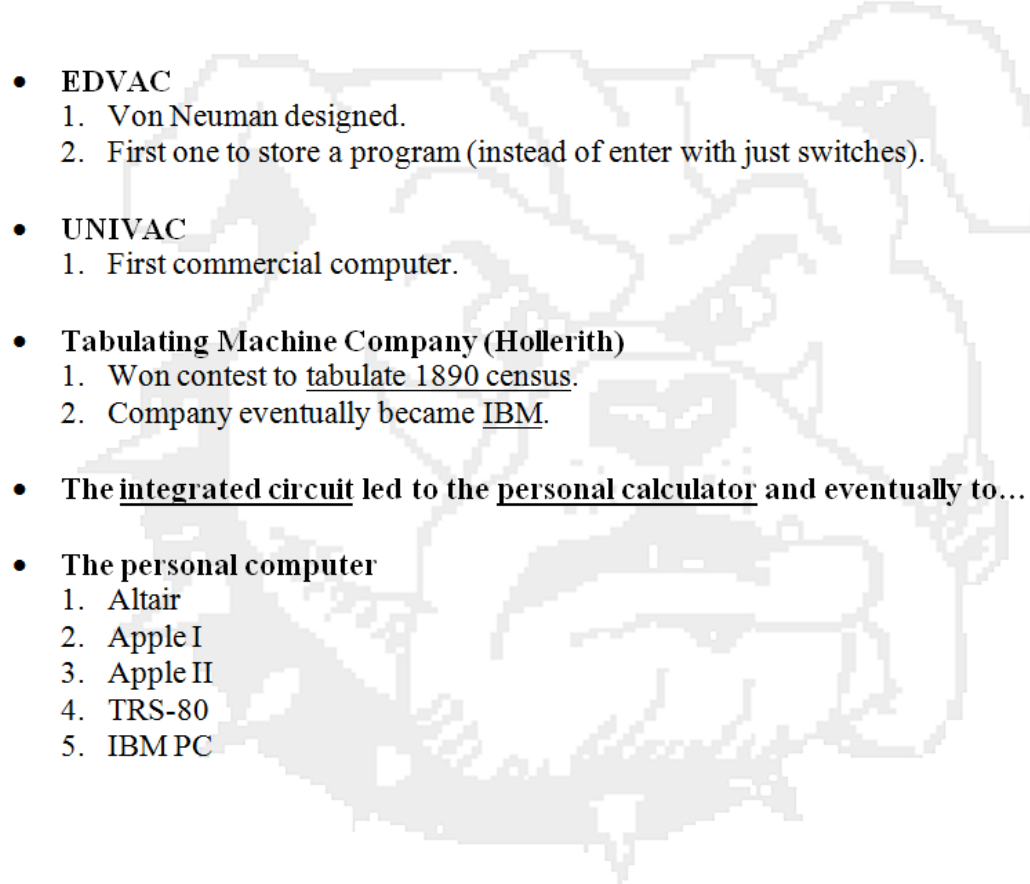


7. Be careful to observe which words are bold, capitalized or underlined. (Don't forget to shut off the bold, capitalizing and underlining.)
8. Press ENTER 2 times between the parts.
9. Fix spelling errors, run the "Show Nonprinting Characters" function,  and show me your finished document before you print.

Your name and section

The History of Computers

- **Abacus**
 1. Used for addition, subtraction, multiplication, and division.
- **John Napier**
 1. Napier's bones (similar to a slide rule).
 2. Invented logarithms and decimal point.
- **First mechanical calculator**
 1. Pascal
 2. Leibnitz improved.
- **Computer** – not one step, but a series of inventions that led to one.
 1. Jacquard – cards to “program” looms for weaving – led to punch cards.
 2. Babbage
 - Difference Engine
 - Analytical Engine
 1. Input
 2. Storage
 3. Processing
 4. Output
 5. Could not be built because the tools to make the tools didn't exist (55,000 parts).
- **MARK I (Howard Aiken)**
 1. Used electromechanical relays (switches).
 2. 51 x 8 dimensions.
 3. 3000 connections.
 4. 450 miles of wire.
- **COLOSSUS**
 1. Used by British during WWII to crack German codes.
 2. Idea of using electricity led to an interesting thought – how does one harness it – have a series of varying voltages to represent numbers, or to use on/off states?
- **Atanasoff-Berry Computer**
 1. First all electrical “digital” computer.
 2. Not ever finished.
- **ENIAC (Eckert)**
 1. Weighted 30 tons.
 2. Used an entire floor.
 3. Dimmed the lights of the East side of Philadelphia.
 4. 18,000 vacuum tubes – one burned out every 5 minutes.

- 
- **EDVAC**
 1. Von Neuman designed.
 2. First one to store a program (instead of enter with just switches).
 - **UNIVAC**
 1. First commercial computer.
 - **Tabulating Machine Company (Hollerith)**
 1. Won contest to tabulate 1890 census.
 2. Company eventually became IBM.
 - **The integrated circuit led to the personal calculator and eventually to...**
 - **The personal computer**
 1. Altair
 2. Apple I
 3. Apple II
 4. TRS-80
 5. IBM PC