



Q1- a. Network: A network is a group of computers (two or more) that are linked together to allow them to exchange information and share resources.

There are two major types of networks:

1. Local Area Network (LAN): connects a group of users in the same physical location (such as one building) so that they can share information and resource, like printers and internet connections, with each other.

2. Wide Area Network (WAN): connects people in the same company or organization but in different physical location. Several different networks are connected even though they may be in different cities or even in different country. The WAN can be large and very expensive to build and maintain. With a WAN, the need to share resources is not the major consideration, instead, the need to share information is the major objective. A WAN allow members to share files, database, and e-mail. The internet is a prime example of a WAN.

b.

1. (Shortcut)
2. (Ctrl + A)
3. (Search box)
4. (Recycle bin)
5. (Computer)

Q2.

E	F
1	3
8	-2
125	31
90	20
-1	6

Q3- a.

Tables: insert or draw table into the document.

Format Painter: copy formatting from one place and apply it to another.

Picture: insert a picture from file.

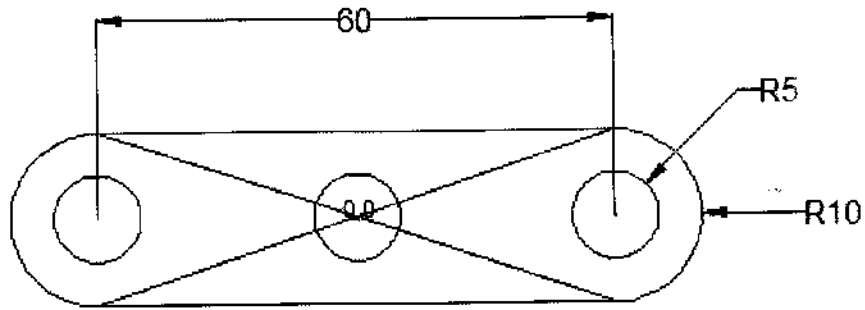
Find: to search for selected text in opening documents.

Page Numbers: insert page number to the document.

b.

$$Z = (\exp(a) * \sqrt{a^2 + b^2} + \log(b)) / (5 * \ln(a) + \cos(a * 3.14 / 180) - \text{abs}(a * b))$$

Q4.



Q5- a. .

1. New Slid
2. Transition Or(Animation).
3. Design.
4. Slide Show .
5. Delete.

b. B

Q6.**Draw walls****Command: Line****Specify first point :0,0****Specify next Point :@8<0****Specify next Point :@14<90****Specify next Point :@1<180****Specify next Point :@0.25<270****Specify next Point :@0.75<0****Specify next Point :@13.5<270****Specify next Point :@7.5<180****Specify next Point :@13.5<90****Specify next Point :@3.75<0****Specify next Point :@0.25<90****Specify next Point :@4<180****Specify next Point :@14<270 or c****Or****Command: Line****Specify first point :0,0****Specify next Point :@14<90****Specify next Point :@4<0****Specify next Point :@0.25<270****Specify next Point :@3.750<180****Specify next Point :@13.5<270****Specify next Point :@7.5<0****Specify next Point :@13.5<90****Specify next Point :@0.75<180****Specify next Point :@0.25<90****Specify next Point :@1<0****Specify next Point :@14<270****Specify next Point :@8<180 or c****Draw window****Command: Line****Specify first point :7.750,4****Specify next Point :@0.25<0****Command: Line****Specify first point :7.750,8****Specify next Point :@0.25<0****Command: Line****Specify first point :7.875,4****Specify next Point :@4<90****Draw door****Command: Line****Specify first point :4,13.750****Specify next Point :@3<270****Command: Arc****Specify start point of arc: 4, 10.750****Specify center point of arc: 4, 13.750****Specify included angle of arc: 90****Draw sofa****Command: Rectangle****Specify first corner point: 1, 1****Specify other corner Point:@ 40<18.434****Command: Rectangle****Specify first corner point: 1, 3****Specify other corner Point:@ 40<71.565****Draw table****Command: Rectangle****Command: fillet****Specify fillet radius for rectangles:0.5****Specify first corner point: 5, 4****Specify other corner point: @20<63.434**