

Communication Skills 120-01

Dr. Sandy Lanzone, slanzone@jjay.cuny.edu

Assignment #2: Computer Components—15%

Due: Tuesday, October 6 at 12:15p class time

This project will review hardware and software of a computer using both Microsoft Word and Excel. Although I will be just an email away if you need help, it is important that you intuitively try to find the solutions yourself by navigating around the menu and toolbars as much as possible.

Step 1: Open MS Word and create a document titled: Computer Components by going into "Save As" in the File button, and save to your flash drive.

Step 2: Create a cover page that includes a border:

(Do not use premade borders – instead go to the Design Tab and click Page Borders on the far right of the menu. Select 3D, and then style, color, width. On the right side of the dialog box click Apply to and select – This section – First page only)

The title of the project must be centered. Then, on the lower right hand side of the cover page put your name, COM 120- and your section, your e-mail, my name, and due date.

Step 3: Make your margins 1" on all sides

Step 4: Write no less than 2 pages and no more than 3 pages of text (double spaced, Verdana 12 point) describing the functions and relationships of RAM, the Binary System, CPU and different storage choices (permanent memory) of a PC (Use Computer Mechanisms under Course Documents in Blackboard and other websites you research for assistance). Use bold, *Italics*, and underline once for a word within the paragraph.

Step 5: While Word is running, open Excel and create a document titled: "12 Important Parts of a Computer." Create a labeled pie chart of 12 Important Parts of a PC (CPU, RAM, keyboard, ROM, hard drive...etc.), and be sure to give a percentage value for each Part. You will give the values and make sure they equal 100 – no more, no less.

Step 6: Copy, cut and paste (text-wrap) this pie chart into your Word document where you have discussed the different computer functions and relationships.

Step 7: Within the same Excel document open another sheet (sheet2) at the bottom of the document, and create a document titled "Binary Spreadsheet". Again, set this up so you save to your flash drive. Create a spreadsheet listing the different amount of

bytes contained ranging from one byte to a terabyte. One column will have the bit names, and one column will have the total number of bytes (you can use the one we did in class).

Step 8: When you have finished this spreadsheet copy and paste (text-wrap) it into your Word document where you have discussed the binary system. This assignment must be completed by **Tuesday, October 6** at class time (12:15p) for instructor review.

Step 9: After my review and while in class you will submit your paper to Turnitin.com with the **title page, charts and bibliography omitted**.

Class ID: 26225762

ENROLLMENT KEY: 1211

Password: fall2020

Step 10: When your originality score is between a 0%-5%, email the complete paper (THAT MEANS INCLUDING THE TITLE PAGE, GRAPH, SPREADSHEET, TEXT AND BIBLIOGRAPHY) to me. **Do not forget: Document your work: See the OWL Purdue Website (Link on Blackboard) and/or John Jay College Library Website for the proper format for APA electronic documentation.**

REMEMBER THE COMPLETED PAPER IS DUE: TUESDAY, OCTOBER 6 AT CLASS TIME