

Activity 2 Create and format document

Network Cabling

Cable is the medium through which information usually moves from one network device to another. There are several types of cable which are commonly used with LANs. In some cases, a network will utilize only one type of cable, other networks will use a variety of cable types. The type of cable chosen for a network is related to the network's topology, protocol, and size.

Network Medium

In order to communicate successfully, computers must share access to a common network medium. They take the form of a physical cable that interconnects the machines. Each and every type of cable used on a network is used to carry the signals from one PC to another.

- a. Create the above document using Font Times New Roman size 12
- b. Apply center, bold, underline, font size to 16 to all the headings
- c. Apply a header called Cabling and a page number as a footer
- d. Apply 1.5 line spacing to the second paragraph
- e. Justify the 1st paragraph excluding the heading.
- f. You have been asked to create a Text Watermark “Activity 2”
 - Font: Wide Latin
 - Font size: 36
 - Color: Purple
 - Transparent
 - Layout: Diagonal
- g. Apply strike through to the word *successfully* in the second paragraph
- h. Apply a paragraph border of your choice to the first paragraph and a page border to the entire document of your choice.
- i. Insert page break between the first and the last paragraph.
- j. Insert a page number at the top left of the page
- k. Using the first-line indent, indent the first line of your 2nd paragraph 0.25” (inches) from the left margin
- l. Toggle case the last paragraph.
- m. Save the document as Activity2

Activity 3 Create tables and charts

Create a table. The table should have 4 columns.

Student name	Test 1	Test 2	Test 3
Maungo	30	79	20
Ludo	20	68	77
Lorato	55	55	90
Adriel	80	90	10

- (a) Heading should have a font size of 18, colour should be blue and font should be bold.
 (b) The data should have a font size of 12, colour should be Red and font should be italic.
 (c) Save the table as ***table1***.
 (d) Based on the above table, create a Clustered Column chart with axis clearly labelled (Student name) and (Test mark).

Activity 4 Mail merge feature

The Letter is to share hostel information with the following prospective students. Use Mail merge to create letters to be sent to the students.

Title	First name	Surname	Address	Country
Mr	James	Modipane	P O Box 90 Gaborone	Botswana
Mr	Peter	Onyango	P O Box 255 Nairobi	Kenya
Mrs	Sheila	Coopers	P O Box 56 California	America
Miss	Michelle	Table	P O Box 789 Toronto	Canada

To

<<Name>>

<<Address>>

Dear <<Name>>

We are to inform you that you have qualified to come and undertake a Degree Course with us.

You are called to come and check in at our hostels at 10:00 A.M .

Yours Sincerely

Principal

Ms Shumba
Educate more college

Activity 5 Referencing tool

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H. N. Amwele , "An empirical investigation into the factors affecting the performance of SMEs in the retail sector in Windhoek, Namibia," 2013. [Online]. Available: <http://ir.nust.na/jspui/handle/10628/410>. [Accessed 23 February 2020].

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Activity 6 Protecting your document

1. On the File tab, select Info
2. Identify the Protect Document option and select the Encrypt with password option
3. Enter a password to protect the document and confirm it
4. Click ok to save your changes.

Activity 7 Assessment template

Create a template for your Assessment as shown in the assessment template shared on Moodle

Take note of the following :

1. Your work must include a title page with your full name, student ID number, the program of study, module name, module code, Lecturer's name, date of submission and the university name with relevant campus name.
2. The references should be properly cited and listed. You need to employ proper in-text citations and references list according to IEEE Referencing Style.
3. Your work should be typed in Arial font, size 11.
4. Your work should be typed with 1.5 line spacing.
5. Your work should have an appropriate structure including page number, table of contents, tasks answers, and references list. Different sections should incorporate headings and subheadings. Figures and tables need to be captioned