## 117924 Written Knowledge Questionnaire

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| 1. Explain the steps you would insert a hard page break. (3) |
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| 1. Explain the steps that should be taken to save a document as a template. (4) |
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| 1. Explain the steps that should be taken to insert a header or footer. (4) |
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| 1. Explain the steps that should be taken to insert a section break. (4) |
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| 1. Explain the steps that should be taken to insert endnotes and footnotes. (5) |
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| 1. Explain the steps that should be taken to delete a section break. (3) |
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| 1. Type the following in Document 1: |
| A number of claims have been put forward as to who developed the first digital computer.  The best known claim is made on behalf of the Harvard Mark 1 which was built by H. H. Aiken with financial assistance from IBM. This computer was completed in 1944. The calculator was electro‑mechanical and was 15 metres long and 2 metres high. It took the Mark 1 about 4.5 seconds to multiply two numbers, each containing 23 digits.  A physicist, Dr John V Atanasoff, made an important contribution to the continued development of the computer. In collaboration with Clifford Berry, he built the first completely electronic digital computer (The ABC ‑ Atanasoff Berry Computer). This computer was, however, only used as a prototype.  The ENIAC (Electronic Numerical Integrator and Computer) was developed in 1946 by John W Mauchly and John Presper Eckert at the University of Pennsylvania. The ENIAC is regarded as the first successful electronic digital computer. It was more powerful than the other machines which had been built up to that point and was so fast that it could do, in one day, electronic calculations which would have taken 300 days by hand. It had the disadvantage that it did not use an internal stored programme. This meant that the programmes were compiled by means of wiring on boards similar to telephone switchboards. Also the ENIAC ‑Look up a great deal of space and needed an enormous amount of electric power to operate. (5)  **Note:** Save your document after every paragraph to avoid loss of data. |