

Buying a Laptop

1. Open Word
2. Type your name
3. Press Enter twice

4. Type title: Guidelines for Buying a Laptop
5. Press Enter twice

6. Copy and paste the text below

7. Formatting

Title: Guidelines for Buying a Laptop

Font: Algerian, size 368, colour red, underline and center align

Subheadings (Hardware Specifications, Operating Systems, Input Devices, Output Devices)

- a) Highlight each subheading.
- b) Click Bold
- c) Click Underline
- d). Colour Blue
- e) Font Arial
- f) size 16

8. Add an image under each paragraph.
9. all text and images need to be centre aligned.
9. Add a Art Border.
10. Change it to a light colour background colour)
11. Save this as **your name Buying a laptop**
12. Please see my example.

Guidelines for Buying a Laptop

Hardware Specifications

When buying a laptop, it is important to check the hardware.
This includes RAM, storage, and processor speed.



Operating System

The operating system controls how the laptop works.
Common systems include Windows and macOS.



Input Devices

Input devices allow you to enter information into the laptop.
These include keyboard, mouse, and touchpad.



Output Devices

Output devices show information from the laptop.
These include screen, speakers, and printer.



Text To Copy

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