

































Copyright © 2019 R. Laurie

Inp	ut Periph	eral Devid	ces
Keyboard	Numeric Keypad	Pointing Device	Remote Control
		Ì	Ĩ
Joystick	Touch Screen	Scanner	Graphics Tablet
	Pridar te felta Bar Bar Bar Bar Bar		
Microphone	Digital Camera	Webcams	Light Pens
1		-0	
			Copyright © 2019 R. Laurie

Outp	ut Periph	eral Devi	ces
CRT Monitor	TFT Monitor	Laser Printer	Inkjet Printer
Dot Matr	rix Printer	Spea	ikers
Plot	ters	Multimedia	Projectors
			0
			Copyright © 2019 R. Laurie 19





Copyright © 2019 R. Laurie 22





























~ ~ ~ ~		locument	
ele	ements	Styles	• >
	Normal	Baloon Text	18 .
•	- ·	Block Text	1
•	Paragraph	Body Text	<u>18</u> E
	Headings: Heading 1, Heading 2, Heading 3	Body Text 2	<u>1a</u>
•	neadings. neading 1, neading 2, neading 5	Body Text 3	13
•	User Defined Styles	Body Text First Indent	¶
		a second second	
		Body Text First Indent 2	13
🛠 Us	sed to change appearance for all	Body Text First Indent 2 Body Text Indent Rody Text Indent 2	<u>13</u> 13
♦ Us	ed to change appearance for all	Body Text First Indent 2 Body Text Indent Body Text Indent 2 Body Text Indent 3	13 13 13 13
& Us oc	sed to change appearance for all currences of an element in document	Body Text First Indent 2 Body Text Indent Body Text Indent 2 Body Text Indent 3 Caption	1a 1a 1a 1a ¶
♦ Us oc	Sed to change appearance for all courrences of an element in document Paragraph Level	Body Text First Indent 2 Body Text Indent Body Text Indent 2 Body Text Indent 3 Caption Closing	13 13 13 13 13 13 13
* Us oc	sed to change appearance for all scurrences of an element in document Paragraph Level	Body Text First Indent 2 Body Text Indent Body Text Indent 2 Body Text Indent 3 Caption Closing Comment Reference	13 13 13 13 13 13 13 13 2
* Us oc •	Seed to change appearance for all scurrences of an element in document Paragraph Level Character Level	Body Text First Indent 2 Body Text Indent Body Text Indent 2 Body Text Indent 3 Caption Closing Comment Reference Comment Subject	13 13 13 13 13 13 13
* Us οc • •	sed to change appearance for all currences of an element in document Paragraph Level Character Level	Body Text First Indent 2 Body Text Indent 2 Body Text Indent 2 Body Text Indent 3 Caption Closing Comment Reference Comment Subject	113 113 113 113 113 113 113 113
* Us oc • • * Aı	Sect to change appearance for all scurrences of an element in document Paragraph Level Character Level itomates document formatting	Body Text First Indent 2 Body Text Indent 2 Body Text Indent 3 Body Text Indent 3 Caption Closing Comment Reference Comment Reference Comment Text Date	13 13 13 13 13 13 13 13 13 13
	ABby ABBCC ABBCC ABBCC ABBCC ABBCC ABBCC	Body Text First Indent 2 Body Text Indent Body Text Indent Body Text Indent 3 Coption Cloaing Comment Reference Comment Subject Comment Text Date Default Paragraph Font Donumert Mon	13 13 13 13 13 13 13 13 13 13 13
	abbi AaBbCc AaBbCc AaBbCcl AaBbCcl AaBbCcl	Body Text First Indent 2 Body Text Indent 2 Body Text Indent 3 Caption Closing Comment Reference Comment Subject Comment Text Date Default Paragraph Font Document Nap E-mail Signature	12 13 13 13 13 13 13 13 13 14 13 14 14 14
Us OC O A A A A A A A A A C A C Emphasis	AaBb(AaBbCc AaBbCc AaBbCcl AaBbCcl Strong Charges abbc. AaBbCcl AaBbCc Strong Charges abbc.	Body Text Findent 2 Body Text Indent 2 Body Text Indent 2 Body Text Indent 3 Coption Comment Reference Comment Reference Comment Reference Comment Text Date Default Paragraph Fint Document Rep Email Signature	12 13 13 13 13 13 13 13 13 13 13 13 ↓