

Course
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Self-Made Assignment - WordPad

Paragraph Formatting in WordPad

Make this assignment using Paragraph Group in WordPad and save file with the name "Information Technology"

Paragraph 1: Font color = Red, Font Size = 14 and Alignment = Left

Information Technology (IT) is the use of computers, software, and networks to collect, store, manage, and share data and information. IT plays a very important role in our daily lives and in almost every sector including education, healthcare, business, and communication. It helps people work more efficiently, solve problems faster, and stay connected with others. Common IT tasks include typing documents, browsing the internet, creating presentations, sending emails, and using tools like MS Word, Excel, and PowerPoint. In businesses, IT helps manage customer records, sales data, and employee information. In schools, it supports online learning and digital classrooms. In hospitals, IT helps doctors access patient records and communicate quickly. With the growth of technology, IT is becoming more advanced and more important. Understanding the basics of IT is helpful for students, workers, and anyone who wants to succeed in the modern world.

Paragraph 2: Font color = Blue, Font Size = 19 and Alignment = Justify

Information Technology (IT) involves jobs like computer technicians, software developers, and network administrators. IT professionals ensure that computer systems work properly, data is secure, and networks run without issues. They install and update software, fix technical problems, and support users. IT helps businesses and individuals save time, reduce errors, and improve communication. It allows for faster work, easier data sharing, and better decision-making. As technology continues to grow, the importance of IT also increases. It plays a key role in education, healthcare, business, and everyday life, shaping the way we live and work in the digital world.

Make this Following Assignment by Using Bullets and Numbering:

Information Technology: An Overview

1. Introduction to IT

Information Technology, or IT, is the use of digital tools like computers and software to share and manage data. IT is found in every area of life and work today including schools, hospitals, businesses, and homes. It helps people communicate faster, solve problems, and complete tasks more easily.

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2. Key Areas in IT

The IT industry includes several key areas:

- **Hardware:** Physical parts of a computer like the CPU, monitor, mouse.
- **Software:** Programs like MS Word, Excel, and browsers.
- **Networking:** Connecting computers to share information.
- **Security:** Protecting computers from viruses and hackers.
- **Support Services:** Helping users fix problems or learn new programs.

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