Alignment and Indents Bell Ringer

**Directions:** Create a footer with your name, Alignments & Indents Bell Ringer, and class period. Save as classperiod\_lastname\_firstname\_alignmentbr in your Bell Ringer folder.

1. Center the title (Computer Hardware).
2. Change all 3 paragraphs alignment to justified.
3. Indent the 1st line of the 1st paragraph.
4. Indent all lines of the 2nd paragraph 1 inch from the left.
5. Indent all lines of the 3rd paragraph 1 inch from both the left and the right.
6. Center the words Works Cited.
7. Paragraph starting with Napier – use a hanging indent.
8. Center the page vertically
9. Delete all directions.
10. Save and print to the black and white printer.

Computer Hardware

Computer Hardware components include the monitor, the keyboard, the mouse, internal and external storage devices, and the CPU. All are connected by insulated wires called cables. The CPU, or central processing unit, acts like the computer’s “brain” by sending and receiving electronic instructions to and from the other hardware components, such as the storage devices and the keyboard, across these cables.

Some small computers, called notebook or laptop computers, combine the computer monitor, keyboard, storage devise, and CPU hardware elements together in one easy-to-transport case. You can use a mouse with a laptop computer, or you can use the Touch pad that is included below the keyboard.

The documents you key on your computer’s keyboard may be stored electronically on your computer’s internal hard drive storage device. Your computer may be part of a local computer network. If so, you may be able to save your documents to a network storage device called a file server that is shared by everyone on the network. You may also be able to store your documents on external storage devices such as a USB flash drive, a CD, or a DVD. Check with you teacher to learn where to store the documents you create in this text.

Works Cited

Napier, H. Albert, Ph.D.; Ollie N. Rivers; Jack P. Hoggatt, Ed.D. Learning with Computers II. Ohio: South-Western Cengage Learning. 2010.