ST. MARY'S *Catholic High School, Dubai*

FIRST-TERM EXAMINATION PORTION– JAN 2022
COMPUTING - YEAR 1

Note:

Computing examination will be conducted in the computer lab from 5th – 13th of January 2022 during the computing lesson.

Keyboard Skills – Working with MS Word

- Working with MS Word
  - Opening MS Word
  - Option New in Word
  - Option Save in Word
- Cursor Positioning in MS Word
- Typing in MS Word with the appropriate keys
  - Space bar
  - Enter
  - Backspace
  - Caps Lock
  - Delete
  - Shift
  - Comma, Semicolon & Fullstop
- Number Keys in MS Word
- Typing Speed in MS Word
- Error-free typing in MS Word

> NOTE: REFER POWERPOINT PRESENTATIONS
> AND WORKSHEETS POSTED IN GOOGLE CLASSROOM