FIRST-TERM EXAMINATION PORTION– JAN 2022
COMPUTING - YEAR 3

Note:

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

Introduction to MS Word

- Working with MS Word
  - Option New in Word
  - Option Save As & Save in Word
- Font in MS Word
  - Font
  - Font Size
  - Grow & Shrink Font
  - Bold, Italics & Underline
  - Change Case
  - Font Color
- Paragraph in MS Word
  - Bullets & Numbering
  - Alignments
  - Line Spacing
  - Shading
  - Borders
- Tables in MS Word
  - Table Creation
  - Table Designs
  - Table Layout
    - Rows & Columns
- Pictures/Clip Art in MS Word
  - Inserting Pictures/Clip Art in Word
  - Formatting Pictures in Word
    - Option Adjust
    - Picture Style
- Wrapping of Text in MS Word
- Text Box in MS Word

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