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

FIRST-TERM EXAMINATION PORTION– JAN 2022
COMPUTING - YEAR 4

Note:

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

1. 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

2. **Newspaper Layout in MS Word**
   - Structure of a Newspaper
     - Heading
     - Sub-Heading
     - Body
     - Pictures
   - Page Layout
     - Page Setup
     - Page Background
   - Text Box
     - Inserting/Drawing Text Box
     - Formatting Text Box
   - Pictures/Clipart
     - Inserting Pictures/Clipart
     - Formatting Pictures/Clipart
   - Wrapping of Text

One of these tasks will be given as an activity (MS Word/ Newspaper Layout)

NOTE: REFER POWERPOINT PRESENTATIONS
AND WORKSHEETS POSTED IN GOOGLE CLASSROOM