



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

## **FINAL EXAMINATION PORTION- MAY 2022**

### **COMPUTING - YEAR 2**

#### **Note:**

**Computing examination will be conducted in the computer lab from 9<sup>th</sup> - 13<sup>th</sup> of May 2022 during the computing lesson.**

#### **Introduction to MS Word**

- Working with Word
  - Be able to open MS Word
  - Be able to work with option New in Word
  - Be able to work with option Save in Word
  
- Working with Font in MS Word
  - Be able to work with
    - Font, Font size, Bold, Italics, Underline & Font color
  
- Working with Shapes
  - Be able to insert shapes and format them in Word
  
- Error-free typing in MS Word
  - Be able to type error-free in Word using the following keys:
    - Space bar
    - Enter
    - Backspace
    - Caps Lock
    - Delete
    - Shift
    - Comma, Semicolon & Fullstop

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