



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

FIRST TERM EXAMINATION PORTION COMPUTING - YEAR 3

1. Introduction to MS Word

- a. Font tab in MS Word
- b. Paragraph tab in MS Word
- c. Spell check in MS Word
- d. Find and Replace tool in MS Word
- e. Inserting pictures in MS Word
- f. Formatting pictures in MS Word
- g. Table creation in MS Word

2. Introduction to algorithms

- a. Definition of an algorithm and its applications
- b. Real life examples of algorithms
- c. Input, process and output for a given problem

**NOTE: REFER ALL POWERPOINT PRESENTATIONS
AND ACTIVITY SHEETS**