FIRST TERM EXAMINATION PORTION
COMPUTING - YEAR 4

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 and formatting pictures in MS Word
    f. Newspaper layout by applying page background and page borders

2. Introduction to algorithms

    a. Definition and terms used in an algorithm
    b. Input, process and output for a given problem
    c. Real life examples of algorithms

3. Introduction to flowcharts

    a. Identifying flowchart symbols and its functions
    b. Generating simple flowcharts by using the flowchart symbols

NOTE: REFER ALL POWERPOINT PRESENTATIONS
AND ACTIVITIES POSTED IN GOOGLE CLASSROOM