



**FINAL EXAMINATION PORTION
COMPUTING - YEAR 3**

1. Introduction to MS Word
 - a. Identify and label different parts of MS Word window
 - b. Adding pictures in MS Word
 - c. Font group and its functions in MS Word
 - d. Paragraph group and its functions in MS Word
 - e. Spell check in MS Word
 - f. Find and Replace tool in MS Word
 - g. Table creation in MS Word
 - h. Formatting pictures in MS Word

2. Introduction to Algorithm
 - a. Definition of an algorithm and its applications
 - b. Real life examples of algorithms
 - c. Finding input, process and output for a given problem

3. Introduction to Spreadsheet
 - a. Identify and label the parts of a spreadsheet and its functions
 - b. Basic formatting in spreadsheets
 - c. Identify and label different types of charts/graphs and its functions
 - d. Tables in spreadsheets

4. Introduction to MS Paint
 - a. Identify and label the parts of MS Paint window and its functions
 - b. Identify and label different types of MS Paint tools ,geometrical shapes and its functions
 - c. Using Cut, Copy and Paste options in MS Paint

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