



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

FINAL 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. Formatting pictures in MS Word
 - f. Newspaper layout by applying page background and page borders options
2. Introduction to Algorithms
 - a. Definition and terms used in an algorithm
 - b. Input, process and output for a given problem
 - c. Examples of algorithms
3. Introduction to flowcharts
 - a. Generating a simple flowchart by using the flowchart symbols and its functions
4. Introduction to spreadsheet – MS Excel
 - a. Identify and label the parts of MS Excel sheet and its functions
 - b. Structure of a spreadsheet including row, column and cell
 - c. Basic formatting in MS Excel
 - d. Using SUM function in MS Excel
 - e. Different types of charts/graphs in MS Excel
5. 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 and its functions
 - c. Using Cut, Copy and Paste options in MS Paint
 - d. Pattern creation in MS Paint

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