First-term
Examination Portion– JAN 2023
Computing - YEAR 2

Note:

Computing examination will be conducted in the computer lab from 5th – 13th of January 2023 during the computing lesson.

1. Introduction to MS Paint

- Working with MS Paint
    - Opening MS Paint
    - Option New in MS Paint
    - Option Save in MS Paint
- Tools in MS Paint
    - Pencil
    - Fill Color
    - Text
    - Eraser
    - Color Picker
    - Magnifier
- Shapes in MS Paint
- Colors in MS Paint
- Resize in MS Paint

2. Introduction to MS Word(Word Processing Software)

- Working with MS Word
    - Option New in MS Word
    - Option Save As & Save in MS Word
- Font in MS Word
    - Font
    - Font Size
    - Grow & Shrink Font
    - Bold, Italics & Underline
    - Change Case
    - Font Color

- Paragraph in MS Word
  - Bullets & Numbering
  - Alignments
  - Line Spacing
  - Shading
  - Borders

3. Introduction to MS PowerPoint(Presentation Software)
- Working with MS PowerPoint
  - Opening MS PowerPoint
  - Options New & Save in MS PowerPoint
- Adding Slides
- Formatting Slides
- Design & Animations
- Adding pictures

One of these tasks will be given as an activity (MS Paint/ MS Word/ MS PowerPoint)

Note: Refer PowerPoint presentations
And worksheets posted in Google Classroom