Examination Portion– JAN 2023
Computing - YEAR 3

Note:

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

1. Introduction to MS Word

- 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
- Wrapping of Text in MS Word
- Text Box in MS Word

2. Introduction to Algorithms

- Definition of an algorithm
- Input, process and output
- Algorithm for mathematical operations
- Error debugging in an algorithm
- Examples of real-life algorithms

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

> Note: Refer PowerPoint presentations
> And worksheets posted in Google Classroom