

First-term

Examination Portion- JAN 2023
Computing - YEAR 4

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
- Patterns in MS Paint
 - Image group (Select, copy, cut and Paste)
 - Option Rotate
 - Option Resize

2. 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
- Tables in MS Word
 - Table Creation
 - Table Designs
 - Table Layout
 - Rows & Columns
 - Merge & Split

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

Note: Refer PowerPoint presentations
And worksheets posted in Google Classroom