

## Office Application (2042) Final Exam Tips 2025

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In preparation for your upcoming Final Exam in Week 18-19, study the following units:

### ***Office Application Book 1 & 2 (Microsoft Office 2016)***

- I. Explore Microsoft Excel 2016 Interface
- II. MS Office Word 2016 Short Cut Keys and functions
- III. Absolute and Relative cell references
- IV. Animations and transitions
- V. Formulas & Functions
- VI. Orientations
- VII. Workbook, Worksheets
- VIII. Mid Term Test &
- IX. Excel Practical Test and Exercises

### **Final Exam Break-Up**

- 1. Part A: Multiple Choice 15 marks
- 2. Part B: Matching 15 marks
- 3. Part C: Filling in Blanks 10 marks
- 4. Part D: Short Answer Questions 30 marks
- 5. Part E: Explanatory Questions 30 marks

Total: 100 Marks

**“I wish you All the Best in your Final Exam”**

***Mr. Nick Nandoma***  
*Course Coordinator & Lecturer*