**GRADE 5 – COMPUTER STUDIES PRACTICAL EXAM** **TIME: 1 Hour** **TOTAL MARKS: 100**

### **INSTRUCTIONS:**

You will receive two files to complete:

* YourName\_Grade5\_Word.docx
* YourName\_Grade5\_Excel.xlsx

🔗 A download link will be shared with each of you to access your personal files.

📌 **Do not change the file names.** Open, complete, save, and submit.

Read each task carefully and complete all required steps.

## **PART A: MICROSOFT WORD (50 Marks)**

### **1. Generate and Format Text (20 Marks)**

Use the =rand() function to generate **2 paragraphs** with **3 sentences each**.

Then do the following:

* Make the first sentence bold (4mks)
* Italicize the second sentence (4mks)
* Underline the third sentence (4mks)
* Set the font to **Calibri**, size **12** (4mks)
* Align both paragraphs to **justify** (4mks)

### **2. Insert and Format an Image (10 Marks)**

* Insert any image from your computer or the internet (4mks)
* Resize the image to fit well on the page (3mks)
* Center the image on the page (3mks)

### **3. Create a Title with a Shape (10 Marks)**

* Insert a rectangle shape at the top of the page (2mks)
* Type inside it: **GRADE 5 COMPUTER EXAM** (2mks)
* Fill the shape with any light color (2mks)
* Center the text inside the shape (2mks)
* Make the text bold and white (2mks)

### **4. Add Header and Footer (10 Marks)**

* Add your **full name** in the header (5mks)
* Add the **current date** in the footer (5mks)

## **PART B: MICROSOFT EXCEL (50 Marks)**

### **1. Enter and Format a Table (20 Marks)**

Enter this table into Excel:

| **Name** | **English** | **Math** | **Science** |
| --- | --- | --- | --- |
| Anna | 65 | 70 | 75 |
| Brian | 78 | 85 | 80 |
| Clara | 88 | 90 | 92 |

Do the following:

* Enter all data correctly (5mks)
* Make the header row bold (3mks)
* Apply all borders to the table (3mks)
* Center-align all cells (3mks)
* Set font to **Calibri**, size **12** (3mks)
* Apply light background color to the header row (3mks)

### **2. Add Total and Average Columns (20 Marks)**

* Add a **Total** column to sum English, Math, and Science (2mks)
* Use a **formula** to calculate total marks for each student (5mks)
* Add an **Average** column (2mks)
* Use a formula to calculate average per student (5mks)
* Format total and average to **one decimal place** (3mks)
* Make total and average columns bold (3mks)

### **3. Create a Chart (10 Marks)**

* Create a **column chart** showing each student’s **Total Marks** (5mks)
* Add a **chart title**: “**Total Marks per Student**” (3mks)
* Ensure the chart labels are clear and readable (2mks)

✅ **END OF EXAM**

Would you like it as a downloadable Word document too?