# **GRADE 4 – COMPUTER STUDIES PRACTICAL EXAM**

**TIME:** 1 Hour  
 **TOTAL MARKS:** 100

### **INSTRUCTIONS:**

* You will receive two files to complete:  
  + YourName\_Grade4\_Word.docx
  + YourName\_Grade4\_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 this formula to generate text: =rand(4,3) (2mks)
* In each paragraph:  
  + Make the **first sentence bold** (4mks)
  + Make the **second sentence italic** (4mks)
  + Make the **third sentence underlined** (4mks)
* Set **font to Calibri, size 12** (3mks)
* Align all paragraphs to **justify** (3mks)

### **2. Insert and Resize a Picture (10 Marks)**

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

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

* Insert a **rectangle shape** at the top of the page (2mks)
* Type inside: **GRADE 4 COMPUTER EXAM** (2mks)
* Fill the shape with a **light color** (2mks)
* Center the text inside the shape (2mks)
* Make the text **bold** and **white** (2mks)

### **4. Add Your Name and Date (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 (25 Marks)**

Enter the following data:

| **Name** | **Math** | **English** |
| --- | --- | --- |
| Amina | 65 | 70 |
| Brian | 78 | 85 |
| Clara | 88 | 90 |

Do the following:

* Enter all data correctly (5mks)
* Make the **header row bold** (4mks)
* **Apply all borders** to the table (4mks)
* **Center-align** all cells (4mks)
* Set font to **Calibri, size 12** (4mks)
* Apply a **light background color** to the header row (4mks)

### **2. Add Total and Average Columns (25 Marks)**

* Add a **Total** column (2mks)
* Use a formula to calculate **Math + English** (5mks)
* Add an **Average** column (2mks)
* Use a formula to calculate average for each student (5mks)
* Format Total and Average to **1 decimal place** (4mks)
* Make Total and Average columns **bold** (3mks)
* Ensure correct and neat alignment of all cells (4mks)

✅ **END OF EXAM** Make sure you save and submit both files.