# **GRADE 6 – COMPUTER STUDIES PRACTICAL EXAM**

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

### **INSTRUCTIONS:**

You will receive two files to complete:

* YourName\_Grade6\_Word.docx
* YourName\_Grade6\_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 (55 Marks)**

### **1. Typing and Formatting Text using rand Function (20 Marks)**

Using the **rand function in Word**, generate **2 paragraphs of 3 sentences each**.

Then:

* Make the **first word** of the first paragraph **bold** (2 mks)
* Make the word **"ribbon"** in the first paragraph **italic** (2 mks)
* Underline the word **"command"** in the second paragraph (2 mks)
* Highlight the word **"toolbar"** in any light color (2 mks)
* Change the font to **Arial**, size **14** (4 mks)
* Center the **entire first paragraph** (2 mks)
* Add your **full name in the header** (3 mks)
* Add the **current date in the footer** (3 mks)

### **2. Insert and Format a Shape (15 Marks)**

At the top of the document:

* Insert a **rectangle shape** (3 mks)
* Type inside: **GRADE 6 COMPUTER EXAM** (3 mks)
* Fill the shape with a **light color** (3 mks)
* Change the text color to **black or white** (3 mks)
* Center the text inside the shape (3 mks)

### **3. Create a Simple List (15 Marks)**

Below the shape, type this heading:  
 **Examples of computer input devices:**

Then list **any 3 input devices**.

* Make the heading **bold and underlined** (3 mks)
* Use **bullets** to list the items (3 mks)
* Make all list items **bold and italic** (3 mks)
* Use **Calibri**, size **12** for all text (3 mks)
* Left-align the list (3 mks)

### **4. Insert and Format an Image (5 Marks)**

Below your list:

* Insert **any picture** of a **computer** (2 mks)
* Resize the image to **medium size** (1 mk)
* Center the image on the page (1 mk)
* Add a caption below the image: *“A computer used for learning.”* (1 mk)

## **PART B: MICROSOFT EXCEL (45 Marks)**

### **1. Enter and Format Data (25 Marks)**

Enter this table into Excel:

| **Name** | **Science** | **Math** | **English** |
| --- | --- | --- | --- |
| Alex | 75 | 80 | 72 |
| Bella | 85 | 78 | 90 |
| Chris | 90 | 88 | 85 |

Then:

* Enter all data correctly (5 mks)
* Make the header row **bold** (3 mks)
* Apply **borders** to the table (3 mks)
* Use **Calibri**, size **12** (2 mks)
* Center-align all cells (2 mks)
* Adjust column width to fit content (2 mks)
* Add a **light background color** to the header row (3 mks)
* Make all student names **bold** (3 mks)
* Save the file correctly with your name (2 mks)

### **2. Perform Calculations (20 Marks)**

* Add a **Total** column for Science + Math + English (3 mks)
* Use a **formula** to calculate total for each student (5 mks)
* Add an **Average** column (3 mks)
* Use a **formula** to find average per student (5 mks)
* Format totals and averages as **whole numbers** (2 mks)
* Make Total and Average columns **bold** (2 mks)