**MENJI AGRIC. SENIOR HIGH SCHOOL**

**END OF FIRST TERM EXAMINATION, DECEMBER 2016**

**SUBJECT: ICT FORM TWO**

**Instructions**

*This practical test consist of two questions. You must attempt both questions. You are required to professional word create document using MS Word 2007/2010 by* ***STRICTLY*** *following the instruction spelled out below. Any other formatting or editing done on your work but was not required in the question may attract some penalty.*

***QUESTION 1***

1. Create a new word document with the passage below

GREAT MASS

Menji Agriculture Senior High School (mass) is locatted at Menji in the Brong Ahafo which is established with the mission of ensuring teaching and learning in an orderly disciplined, hard work and collabrative environment.

The courses offered are:

* General Arts
* Agriculture
* Business

1. Save your document as your full name.
2. Run a spell checker on the passage to correct all spelling errors.
3. Bold, underline and centre align the heading (GREAT MASS).
4. Change the font size of the heading to 14 and the body to 12.
5. Replace the word “courses” with “programmes”.
6. Insert a header into your document as your full name and a footer as your class.
7. Change the bullet points to numbered list.
8. Change the case of the word “mass” to upper case.

***QUESTION 2***

Insert a blank page and create a menu on it as shown below.

|  |  |  |  |
| --- | --- | --- | --- |
| **MENU** | | | |
| DAYS | BREAKFAST | LUNCH | SUPPER |
| MONDAY | Brown Porridge | Rice balls | Banku |
| WEDNESDAY | Baby Porridge | Yam | Tuozafi |
| THURSDAY | Tea and bread | Jolof | Kenkey |
| FRIDAY | kpacharima | Wakye | Fufu |
| SATURDAY | Brown Porridge | Akyeke | konkontey |
| SUNDAY | Rice Water | Gabeans | Yam |

Insert the row below between Monday and Wednesday

|  |  |  |  |
| --- | --- | --- | --- |
| Tuesday | zongkuong | Klikuli | Akpele |