



Session 2026-27

Subject: Computer

Class-3

Pointers for Assessment-1

Syllabus - Lesson-4 Using Word 2016 (Practical Assessment)

**Write 5 lines on any one of the topics-**

1. **My Favourite Food**
2. **My Favourite Place**
3. **My Favourite Festival**

The students must practice writing 5 to 8 lines on any one of the topics in MS Word.

Assessment -1 will be taken by the subject teacher on the day of the regular Computer Class and the date of assessment will be announced by the subject teacher.

Here are some sets of instructions for the students while creating the document using Microsoft Word:

**Time:** 30 to 35 Minutes will be given to each child individually.

**Topics you must practice for the Assessment-1**

- **Creating a document.**
- **Save the file with your name on the desktop.**
- **Save the file in the given format- Class section\_Name of student e.g. 3C\_Siya**
- **Student must be aware of the Font group**
  - **Changing font style, page colour, size, font colour, using Bold Italics and Underline options, use page borders, using highlighter for headings.**

Be sure to get creative and combine various features to make your Word document visually engaging and impactful—aim high for those top grades!

Best of luck