

**Session 2026-27**  
**Subject-Computer**  
**Class-4, Assessment-1**

**Syllabus - Lesson-3 More on MS Word (Practical Assessment).**

**Design a poster on any one of the topics-**

- 1. Save Water**
- 2. Say No to Junk Food**
- 3. Save Trees**

The students can design a poster on any one of the topics on a single page on 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 is a set of instructions for the students to follow when creating their poster using Microsoft Word:

**Time:** 30 Minutes

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

- 1. Formatting and Editing Text:**
  - Use different font styles (bold, italic, underline)
  - Changing font size and color as needed.
  - Align text (left, center, right) for a clean layout.
- 2. Inserting Tables and adding content in the cells.**
- 3. Inserting Shapes and adding text to it.**
- 4. Inserting Pictures: (images will be provided to the students in the folder on the desktop)**
- 5. Adding WordArt to create a heading.**
- 6. Adding Borders and Page Color:**
- 7. Saving the File:**
  - Save the file with your name on the desktop.
  - Save the file in the given format- Name of Student\_Class sec. e.g. Sia\_4E

Remember to be creative and use a combination of these features to make your poster appealing to fetch excellent grades!

Good Luck