



MS Word

Exercise	Comments	Marks
Word Screen Parts		/10
Activity 1 Traffic Light		/5
Activity 2 Cover Page		/5
Activity 3 Certificate		/5
Activity 4 Advertisement		/5
Activity 5 News Letter		/15
Activity 6 Brochure		/15
Total		/60

Activities ____/60

Journals/Class Mark ____/20

Post Test ____/20

Total ____/100