

**The exam questions will be based on the following:**

**PowerPoint.**

- Insert shapes
- Change fill colour of a shape
- Add text inside shapes
- Send to back / Bring to front
- Align shapes
- Distribute shapes
- Group/Ungroup
- Rotate and Flip
- Crop
- Animation
- Transition

**Word.**

- Copy / Move text
- Font type and size
- Bold, Italics and Underline
- Font colour
- Text alignments
- Line spacing
- Paragraph spacing
- Bullets and Numbering
- Insert symbols
- Insert an object (picture or clipart only)
- Page break