

SARASWATI VIDYA NIKETAN

SCHOOL @ HOME due to COVID 19

FORM 3 – INFORMATION TECHNOLOGY

(by Krishna Devanand)



The following activities are important PRE-REQUISITES for the new term.

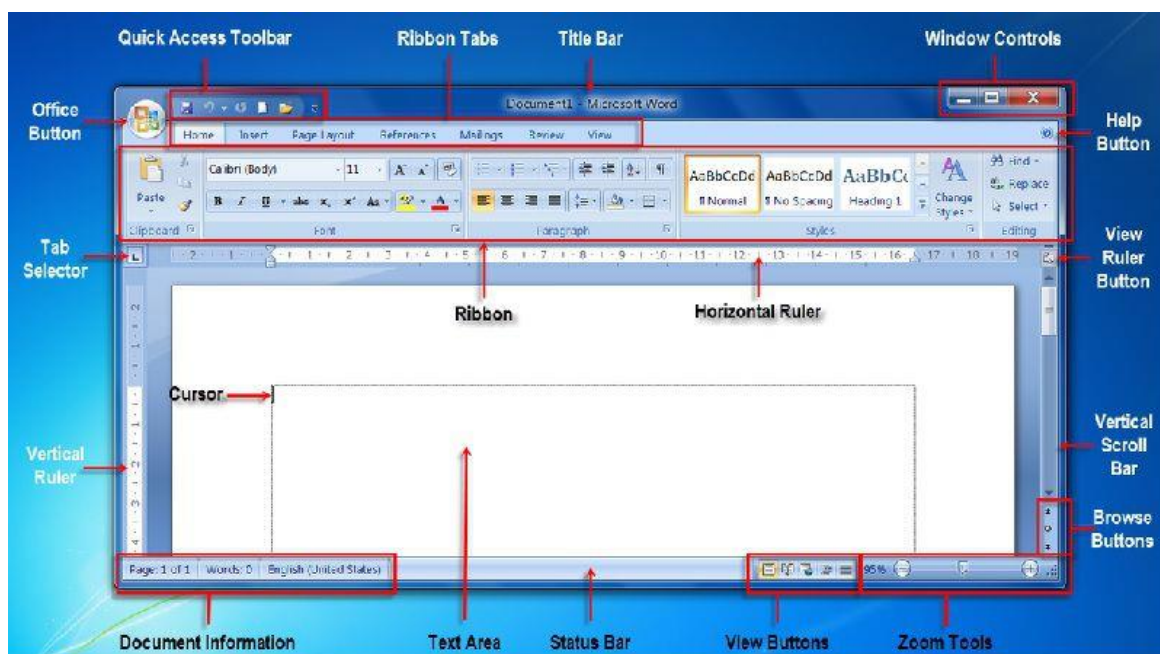
- You will need :
- Computer
 - MS Office Word 2010/2013/2016/2019/365
 - Textbook – Information Technology for CSEC 3rd Edition

Activity #1 – WORD PROCESSING (MS WORD)

- READ the chapter from the textbook on Word Processing – **Chapter 5 pg.103**
- WORK the written activities in the textbook
- **Do the practical exercises and SAVE on your computer/flash drive.**

The following practical exercises MUST be completed:

- Exercise 1,2 & 3 - pg.106
- Exercise 4 & 5 – pg.111
- Exercise 6 – pg.113
- Exercise 7 – pg.114
- Exercise 8 & 19 – pg.115
- Exercise 10 – pg.119



End of Activities for the period April 5th to May 5th, 2020