

## List of Practical Exercises

There is a list of practical exercises on the next page. When you teach the basic course, make sure the students complete all the exercises on the left. Exercises on the right are extras for further practice. If the students are working at a fast pace, then assign some of the extra exercises for them to do, but only after completing the exercises on the left. Most students will only practise these extras after basic course is completed.

For trainees who are going to be computer teachers, you will be doing the extra practice during your teacher training. In your case you will be assigned a specific exercise once a week by the person in charge of the class.

## List of Practical Exercises

	Exercises (in PC-01\Practical or exercise folder)	Extras for after finishing the basic course (in PC-01\Practical or Extras)
<b>Paint</b>		
1.	Squares & rounds	Flower and worm
2.	Selection box	Faces
3.	Text	Christmas Tree
4.	Barchart	Snowman
5.	Colourwheel	Train
6.	Heart	Stupa Pictures from previous students or other schools
<b>Notepad</b>		
7.	Common keys	Using keys
8.	Example table	More on keys
9.	Shutdown	
<b>Copy and Paste</b>		
10.	Khmer celebrations – correct and Khmer celebrations – wrong	<i>After exercise 17 (type, then copy into Word for formatting)</i>
11.	Heart – copy and paste	Khmer New Year – unformatted Khmer New Year's games – unformatted
<b>Word</b>		
12.	Using fonts	<i>After exercise 17</i>
13.	Basic Word formatting	(format the unformatted documents created above in Notepad as below)
14.	Lost luggage	Khmer New Year – formatted
15.	Friendly letter	Khmer New Year's games – formatted
16.	Virus	<i>After exercise 20</i>
17.	Word formatting	Letter card
18.	Animals	New Year card
19.	Get well card	<i>After exercise 22</i>
20.	Losar card	Sales
21.	Recipe (Chicken Special)	Student Attendance
22.	Marks	<i>After exercise 27</i>
23.	Book list	Valentine
24.	Service report form	Word – revision
25.	Service report form using pen	Newspaper cuttings in exercise folders
26.	Recipes by Suntala Didi	
27.	Drawing tools in Word	
<b>Excel</b>		
28.	xl Marks	xl Marks – revision
29.	xl Profit	xl Profit – revision
30.	xl Interest	xl Purchase Bill