

FIRST PERIODICAL(APRIL TO JUNE)	FIRST TERM(JULY TO SEPTEMBER)
Topic/Chapter	Topic/Chapter
<p>CHAPTER 1. More About Computers</p> <ul style="list-style-type: none"> • Types of computer • Computer language • Computer Capabilities and limitations <p>CHAPTER 2. Windows Explorer</p> <ul style="list-style-type: none"> • Components of Windows Explorer • Different types of views • Organising/Arranging files and folders • Moving and resizing a window <p>Self Assessment: Project on More About Computers</p>	<p>CHAPTER 3. Exploring MS Word 2007</p> <ul style="list-style-type: none"> • Introduction • Header and Footer • Footnote and Endnote • Hyperlink and Bookmark <p>CHAPTER 4. More on MS Word 2007</p> <ul style="list-style-type: none"> • Page Setup • Page Background • Paragraph Formatting • Setting Drop cap • Finding and Replacing text • Mail Merge • Printing a Document <p>Self Assessment: Project on MS Word</p>

SECOND PERIODICAL(OCTOBER TO DECEMBER)	SECOND TERM(JANUARY & FEBRUARY)
Topic/Chapter	Topic/Chapter
<p>CHAPTER 9. Introduction to MS Excel</p> <ul style="list-style-type: none"> • Selecting /Deselecting cells • Entering data in a cell • Editing and Moving cell content • Inserting,Deleting Cells • Rows and Columns • Auto Fill • Custom Lists • Auto Complete <p>CHAPTER 11. Foramattng Data in MS Excel</p> <ul style="list-style-type: none"> • Formatting Text(font ,size and color) • Border and Background Colors • Alignment and Orientation • Wrap text • Merge and Center • Create Header and Footers • Number Formatting • Entering Formulae <p>S.A. Project: Excel</p>	<p>CHAPTER 4. Formulae in MS Excel</p> <ul style="list-style-type: none"> • Simple Formulae • Operators in MS Excel • Text Formulae • Common Error Results • Basic: Arithmetic Formulae • Operator precedence • Using Formulae <p>CHAPTER 5. MORE ON INTERNET</p> <ul style="list-style-type: none"> • Introduction • Composing and sending mails • Adding new contacts • Attachments • Uses of Internet <p>S.A. Project on More on Internet</p>

Date: 16/04/2019

Signature _____

NOTE: CERTAIN PORTION (10%) OF THE FIRST PERIODICAL WILL BE INCLUDED FOR THE FIRST TERM EXAM
CERTAIN PORTION (10%) OF THE SECOND PERIODICAL WILL BE INCLUDED FOR THE FINAL TERM EXAM.

Portion for the Second Term exam will be from October to February+ few chapters from First Term also.

FIRST PERIODICAL (APRIL TO JUNE)	FIRST TERM (JULY TO SEPTEMBER)
Topic/Chapter	Topic/Chapter
<p>CHAPTER 1. COMPUTER SYSTEM</p> <ul style="list-style-type: none"> • Computer system • Input , Output, Processing • Storage devices • Primary and secondary Memory • Measuring Memory • Software <p>CHAPTER 2. NUMBER SYSTEM</p> <ul style="list-style-type: none"> • Introduction • Bits and Bytes • Binary number system • Decimal number system • Octal number system • Hexadecimal number system • Conversion from decimal to binary number • Conversion from binary to Decimal <p>Self Assessment: Project on Number System</p>	<p>CHAPTER 3. Elaboration on MS Excel 2007....</p> <ul style="list-style-type: none"> • Cell Reference • Using function • Organising data • Sorting data • Hide one or more rows and columns • Display all hidden rows and columns at once • Filtering data • Sorting and filtering by cell colour • Conditional Formatting <p>CHAPTER 10. CREATING CHARTS IN MS EXCEL 2007...</p> <ul style="list-style-type: none"> • Different types of charts serve different purpose • Components of a chart • Creating chart in MS Excel • Customising Charts • Chart Formatting <p>Self Assessment: Project on MS EXCEL</p>

SECOND PERIODICAL (OCTOBER TO DECEMBER)	SECOND TERM (JANUARY & FEBRUARY)
Topic/Chapter	Topic/Chapter
<p>CHAPTER 9. Details on Windows 7</p> <ul style="list-style-type: none"> • Features of Windows 7 • Working with Control panel • Power saving option of your computer • Disk Cleanup • Displaying two windows at a time • Pin a program or item to the Window 7 taskbar <p>CHAPTER 11. Introduction to photoshop</p> <ul style="list-style-type: none"> • Starting Photoshop CS3 • Tools in Photoshop CS3 • Creating a new file • Inserting Image • Saving a file • Opening an existing file • Selecting, Moving, Cropping and Slicing an image • Photoshop file formats • Using Brush and Paint Bucket • Retouching • Adding text to an image • Layers in Photoshop CS3 • Filters <p>S.A. Project: Photoshop</p>	<p>CHAPTER 4. HAZARDS TO COMPUTERS..</p> <ul style="list-style-type: none"> • What is Computer virus? • How it Spreads • Impact of virus on Computer • Types of Computer viruses • Preventing Against viruses • Protecting Against viruses <p>CHAPTER 5. IMPORTANCE OF INTERNET</p> <ul style="list-style-type: none"> • Introduction • Online education, Downloading • Finding Interface • Communication <p>S.A. Project on Computer virus</p>

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