

KENDRIYA VIDYALAYA CHENANI (J & K)

SESSION: 2017-18

SPLIT-UP OF COMPUTER EDUCATION

Class : III

Month	Ch. No.	Chapter details	No. of Theory Periods	No. of Practical Periods
April & May	1.	INTRODUCTION ABOUT COMPUTERS <ul style="list-style-type: none">• What is Computer?• Introduction about main parts of computer• Advantages of Computer.• Introduction about peripherals like Keyboard, Mouse, Monitor, Scanner, Printer and Speaker.	4	2
June	2.	OPERATING THE COMPUTER <ul style="list-style-type: none">• Switching on and off the computer – stepwise• Overview about Windows Desktop	2	2
July & August	3.	ABOUT KEYBOARD & MOUSE <ul style="list-style-type: none">• Types of keys in Keyboard• Using Keyboard to type in Notepad• File menu in Notepad – New, Open, Save & Exit• Mouse handling	6	8
September October November December January	4.	FUN WITH PAINT BRUSH <ul style="list-style-type: none">• What is Paint Brush?• Starting Paint Brush application.• File menu in Paint Brush – New, Open, Save & Exit• Common tools in Paint Brush – Pencil, Brush, Spray, Eraser, Line, Square• Color palette in Paint Brush	10	22
February & March	5.	APPLICATIONS OF COMPUTER <ul style="list-style-type: none">• Application of computers in Schools, Library, Shops, Hospitals, Railways etc.	2	2
		TOTAL NO. OF PERIODS	24	36

Note :

Activity should be conducted after every module. Think.com should be used regularly
Educational Software & Encarta should be used

Class : IV

Month	Ch. No.	Chapter details	No. of Theory Periods	No. of Practical Periods
April & May	1.	HISTORY OF COMPUTERS Introduction about Abacus, Napier bones, Difference engine, Analytical engine and other computing devices used before computers came into existence - Details like Name of the machine, Year of Invention, Country, Inventor and usage in two or three lines.	4	2
June & July	2.	ABOUT COMPUTER PERIPHERALS & CPU (PROCESSOR) <ul style="list-style-type: none"> • Input devices – Keyboard, Mouse etc. • Output devices – Monitor, Speaker, Printer etc. • Processor – CPU – Arithmetic & Logic Unit, Control Unit & Memory unit 	3	3
July, August, September & October	3.	INTRODUCTION TO WORDPAD <ul style="list-style-type: none"> • Overview about Keyboard keys and their usage. • File menu in WordPad – New, Open, Save & Exit • Introduction about parts of WordPad window – Title bar, Menu bar, Tool bar, Status Bar etc. • Formatting the text. – Basic formatting like changing fonts, font size, alignment, Underline, Bold, Italic, Bulleting etc. • Viewing tool bars – Adding & Removing tool bars to the WordPad window 	8	10
November December & January	4.	MORE ABOUT PAINT BRUSH <ul style="list-style-type: none"> • Edit Menu - Cut, Copy, Paste • Other Important Tools in Paint Brush – Text, Curve, Zoom, Select, Deselect, Pick color, Polygon etc. • Flip/Rotate, Attribute, Inverting colors, Stretch, Viewing of Toolbars.- Text, Color, Toolbox. 	10	10
February & March	5.	INTRODUCTION TO LOGO <ul style="list-style-type: none"> • Getting Started – Basic details about LOGO and how to start and work in it. • Terminology – Graphic area, Text area & Turtle • Turtle Movement – FD, BK, RT, LT and CS 	5	5
TOTAL NO. OF PERIODS			30	30

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Class : V

Month	Ch. No.	Chapter details	No. of Theory Periods	No. of Practical Periods
April & May	1.	GENERATIONS & TYPES OF COMPUTERS • I to V Generation Computers Details like Period, Important component used in Computer, Advantages & Disadvantages (in two to three sentences), popular computers etc. • Micro Computers, Mini Computers, Mainframe Computers and Super Computers - General Introduction	3	2
June, July & August	2.	MORE ABOUT LOGO • Important commands in LOGO – PL, PD, PE, PPT, CT, HT, ST, REPEAT and other calculations.	4	10
September	3.	ABOUT COMPUTER MEMORY Introduction to bits and bytes Usage of computer memory Types of Computer memory – Primary & Secondary memory Primary Memory – RAM & ROM Secondary Memory – CD, Floppy , Hard disk etc.	3	2
October November December January & February	4.	INTRODUCTION TO POWER POINT •What is Power Point ? •Starting Power Point application. • File menu in Power Point – New, Open, Save & Exit • Other important menu options in Power Point menus like View, Insert, Format, Tools, Slide Show & Window • Inserting slide • Slide Design • Animation	11	22
February & March	5.	COMPUTER TERMINOLOGY VDU, ALU, CPU, Peripherals, Virus, Anti Virus, Spyware, Hardware, Software, Firmware, Humanware, Freeware, Network, LAN, WAN, Intranet, Internet, Broadband, www, http, Web Page, Website, Email, Chat, Multimedia, Graphics and Operating System	2	1
TOTAL NO. OF PERIODS			23	37

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Class : VI

Month	Ch.No	<u>Chapter details</u>	No. of Theory Periods	No. of Practical Periods
April & May	1	INTRODUCTION TO MS-WORD <ul style="list-style-type: none">• Save file• Open Existing file• Creating tables• Text Alignment• Inserting WordArt, orders & Shadings, Bullets & Numbering	3	3
June, July & August	2	INTRODUCTION TO MS-EXCEL <ul style="list-style-type: none">• Spreadsheet• Basic components of a spread sheet- Worksheet, Workbook, cell, Active cell, Block• Starting MS-EXCEL• Components of MS-EXCEL window• Creating a new workbook• Opening Already Existing workbook	7	8
September	3	INTERNET : <ul style="list-style-type: none">• WWW, Web page, Web Browsers• Starting Internet Explorer• Search Engines• Viewing Web pages• Selecting a link• Refreshing a Page• Downloading & Uploading files• Downloading & uploading Images	3	3
October, November, December & January	4	INTRODUCTION TO POWERPOINT <ul style="list-style-type: none">• Starting PowerPoint• Components of PowerPoint window• Types of Presentation –AutoContent Wizard, Design Template.• Formatting Text• Opening an existing presentation.	10	15
February & March	5	TYPES OF COMPUTERS <ul style="list-style-type: none">• Classification of Computers- Analog, Digital, Hybrid• Digital Computers- Super, Mainframe, Mini and Micro• Micro Computers- Desktops and Portables• Portable- Laptops, Notebooks, Palmtops	2	2

Class: VII

Month	<u>Ch.No</u>	<u>Chapter details</u>	No. of Theory Periods	No. of Practical Periods
April & May		KNOW YOUR COMPUTER <ul style="list-style-type: none">• Finding memory status• System Unit & its Parts	3	3
June, July & August		INTRODUCTION TO MS-WORD <ul style="list-style-type: none">• Spelling & Grammar• Using Thesaurus• Find and Replace• Finding a text• Replacing a text• Header & Footer	7	8
September		INTERNET SEARCH <ul style="list-style-type: none">• Use of Search engines i.e. bing.com, google.com• How to search correct topic.• How to search images.• Saving Images from Internet.• Different languages on google.• Emails, Attachments	3	3
October, November, & December		HOW DOES A COMPUTER WORK <ul style="list-style-type: none">• Boot-up or Booting• Loading an Operating System• Working of different parts of the computer- Monitor, Keyboard, Mouse, Hard Disk, CD- ROM, Print• Printer- Impact Printers and Non-Impact Printers	7	8
January, February & March		MORE ON MS POWER POINT <ul style="list-style-type: none">• Slide Design• Slide layout• Custom Animation• Inserting images, word art, video Etc• Slide transition• View Slide Show• Short cuts of MS PPT• Viewing Show from a particular Slide• Stop the presentation	6	4

Class : VIII

Month	Ch. No.	Chapter details	No. of Theory Periods	No. of Practical Periods
April & May	1.	HARDWARE AND SOFTWARE CONCEPTS Hardware Types of Software <ul style="list-style-type: none"> • System Software (Operating System & Language Processor) • Application Software (General & Customized) •UTILITIES (Antivirus, Defragmenter, Scan Disk etc)	3	3
June, July & August	2.	MORE ABOUT MS-WORD <ul style="list-style-type: none"> • Overview on MS-WORD • Customizing Tool bars • Hyperlink • Mail Merge •Saving word documents as Web documents	7	8
September	3.	OPERATING SYSTEMS & LANGUAGE PROCESSORS <ul style="list-style-type: none"> • Types of Operating systems - Batch Processing, Multiprogramming, Multitasking, Time Sharing, Real-time etc. (explanation in 2 to 3 sentences) • Functions of Operating System – Processor Management, Input Output Management & Memory Management (explanation in 2 to 3 sentences) •Language Processor – Assembler, Compiler & Interpreter (explanation in 2 to 3 sentences)	2	2
October, November, December & January	4.	MORE ABOUT MS-EXCEL <ul style="list-style-type: none"> • Overview on MS-EXCEL • Functions – Text functions, Mathematical functions, Logical functions •Paste and Paste Special menu options	10	15
January, February & March	5.	INTERNET CONCEPTS <ul style="list-style-type: none"> •World Wide Web, Web servers, Web sites, Web Pages, Web Browsers, HTML, Web address, Email, Email address, URL, HTTP • <u>Services available in Internet</u> – Information Retrieval, Email handling, Locating information using Search Engines, Chat, Video Conferencing, FTP, Downloading and Uploading files etc.	3	7
TOTAL NO. OF PERIODS			25	35

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Class : IX

Month	Ch. No.	Chapter details	No. of Theory Periods	No. of Practical Periods
April, May & June	1.	(MS-ACCESS PART-I) INTRODUCTION TO DATABASE <ul style="list-style-type: none">• Introduction• Database• MS-Access• Relational Database Management systems (RDBMS)• Primary Key• Datasheet View• Table Relationship• Adding a Field to the Table in Design View• Deleting A Field to the Table in a Designing View• Insert Record to the Table• Delete record from the Table	4	6
July August & September	2.	(MS-ACCESS PART-II) DATA VALIDATION <ul style="list-style-type: none">• Introduction• Fields Left Blank (Allow Zero length)• Field Level Validations• Record Level Validations• Caption and Default Value for a Field• Field Size• The Required Clause• Validation Rules and Validation Text• Design a Form• Creating a Report• Design Queries• Expression Builder	5	7
October & November	3.	(HTML PART-I) INTRODUCTION TO WEB PAGE DESIGNING <ul style="list-style-type: none">• Introduction• Structure of HTML Document• Container's Element• Empty Element• HTML Tags• Head• Title• Body• Base Link• Paragraph• Font• Base Font	6	8

		<ul style="list-style-type: none"> • Centre Tag • BR Tag • Headings • Inline Styles • Horizontal Rule 		
December & January	4.	(HTML PART-II) LISTS, IMAGE, HYPER LINKS AND ANCHORS <ul style="list-style-type: none"> • Introduction • List • Unordered List • Ordered List • Preformatted Text • Image Basic • Linking Graphics • Internal and External Linking • Hyperlink • Anchor • HREF • Name 	6	8
February & March	5.	(HTML PART-III) TABLES AND FRAMES AT A GLANCE <ul style="list-style-type: none"> • Introduction • Creating Tables • Creating a Frame Page 	4	6
TOTAL NO. OF PERIODS			25	35

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Class : X

Month	Ch. No.	Chapter details	No. of Theory Periods	No. of Practical Periods
April, May, June & July	1.	HTML Advance Tags <ul style="list-style-type: none">• HTML Page layout• Image Basic• Linking Graphics• Internal and External Linking• Hyperlink• Sample Projects	10	15
August, September, October & November	2.	INTERNET <ul style="list-style-type: none">• Browsing / search engine• Email, Think.com• Educational Websites• Online Model Test Papers• Online Examinations	10	10
		TOTAL NO. OF PERIODS	20	25

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