



DAV MPS KANSABEL, JASHPUR C.G.

Syllabus for Class : I TO 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 PaintBrush | 10 | 22 |
| February & March | 5. | APPLICATIONS OF COMPUTER <ul style="list-style-type: none"> • Application of computers in Schools, Library, Shops, Hospitals, Railway 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



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Syllabus for 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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Syllabus for Class : V

| Month | Ch. No. | Chapter details | No. of Theory Periods | No. of Practical Periods |
|---|---------|---|-----------------------|--------------------------|
| April & May | 1. | GENERATIONS & TYPES OF COMPUTERS <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> What is Power Point? Starting Power Point application. File menu in Power Point – New, Open, Save & Exit Other important menu options in PowerPoint 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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Syllabus for 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 |



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Syllabus for 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 |



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Syllabus for 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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COMPUTER TERMINOLOGY

1. **Visual Display Unit** - A computer display monitor, usually called simply a *monitor* which displays viewable images generated by a computer without producing a permanent record.
2. **Arithmetic logic unit (ALU)** is a digital circuit that calculates an arithmetic operation (like an addition, subtraction, etc.) and logic operations (like an Exclusive Or) between two numbers. The ALU is a fundamental building block of the central processing unit of a computer.
3. **Central processing unit (CPU)**, or sometimes simply **processor**, is the component in a digital computer that interprets computer program instructions and processes data. CPUs are one of the necessary components found in computers of any era, along with primary storage and input/output facilities.
4. **Peripheral** is a piece of computer hardware that is added to a host computer in order to expand its abilities. The devices that are optional in nature.
5. **Virus** is a computer program that can copy itself and infect a computer without permission or knowledge of the user.
6. **Spyware** is computer software that collects personal information about users without their informed consent. It is the software designed to infiltrate and damage a computer respectively).
7. **Hardware** is the physical tangible part of the computer.
8. **Software** is the intangible part of the computer, which runs the Hardware to work in a computer.
9. **Firmware** is software that is embedded in a hardware device. It is often provided on flash ROMs or as a binary image file that can be uploaded onto existing hardware by a user.
10. "**Freeware** (not to be confused with free software) is programming that is offered at no cost and is a common class of small applications available for downloading and use in most operating systems. Because it may be copyrighted, you may or may not be able to reuse it in programming you are developing.
11. **Network** is a series of points or nodes interconnected by communication paths. Networks can interconnect with other networks and contain subnetworks.
12. **Local area network (LAN)** is a group of computers and associated devices that share a common communications line or wireless link. Typically, connected devices share the resources of a single processor or server within a small geographic area (for example, within an office building). Usually, the server has applications and data storage that are shared in common by multiple computer users. A local area network may serve as few as two or three users (for example, in a home network) or as many as thousands of users.
13. **Wide area network (WAN)** is a geographically dispersed telecommunications network. The term distinguishes a broader telecommunication structure from a local area network (LAN). A wide area network may be privately owned or rented, but the term usually connotes the inclusion of public (shared user) networks. An intermediate form of network in terms of geography is a metropolitan area network (MAN).



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14. **Intranet** is a private computer network that uses [Internet protocols](#), [network connectivity](#), and possibly the public telecommunication system to securely share part of an organization's information or operations with its employees.
15. **Internet**, sometimes called simply "the Net," is a worldwide system of computer networks - a network of networks in which users at any one computer can, if they have permission, get information from any other computer.
16. **Broadband** refers to telecommunication in which a wide [band](#) of frequencies is available to transmit information. Because a wide band of frequencies is available, more information to be transmitted in a given amount of time.
17. **World Wide Web** (or simply the "Web") is a system of interlinked, [hypertext](#) documents that runs over the [Internet](#). With a [Web browser](#), a user views [Web pages](#) that may contain [text](#), [images](#), and other [multimedia](#) and navigates between them using [hyperlinks](#).
18. A **Web page** or **webpage** is a resource of information that is suitable for the [World Wide Web](#) and can be accessed through a [web browser](#). This information is usually in [HTML](#) or [XHTML](#) format, and may provide [navigation](#) to other web pages via [hypertext links](#).
19. **Web browser** is a [software application](#) that enables a user to display and interact with text, images, and other information typically located on a [web page](#) at a [website](#) on the [World Wide Web](#) or a local area network. Text and images on a web page can contain [hyperlinks](#) to other web pages at the same or different website. Web browsers allow a user to quickly and easily access information provided on many web pages at many websites by traversing these links. Web browsers format [HTML](#) information for display, so the appearance of a web page may differ between browsers.
20. **Web site** is a collection of [web pages](#), images, videos and other digital assets and hosted on a particular [domain](#) or [subdomain](#) on the [World Wide Web](#).
21. **HTML**, short for *HyperText Markup Language*, is the predominant [markup language](#) for the creation of [web pages](#). It provides a means to describe the structure of text-based information in a document.
22. **Electronic mail** (abbreviated "**e-mail**" or, often, "**email**") is a method of composing, sending, storing, and receiving [messages](#) over [electronic](#) communication systems.
23. **Multimedia** is more than one concurrent presentation medium (for example, on CD-ROM or a Web site). Although still images are a different medium than text, multimedia is typically used to mean the combination of text, sound, and/or motion video.
24. **USB (Universal Serial Bus)** is a [plug-and-play](#) interface between a computer and add-on devices (such as audio players, joysticks, keyboards, telephones, scanners, and printers). With USB, a new device can be added to your computer without having to add an adapter [card](#) or even having to turn the computer off.
25. **Driver** is a program that interacts with a particular device or special (frequently optional) kind of software. The driver contains the special knowledge of the device or special software interface that programs using the driver do not. In personal computers, a driver is often packaged as a dynamic link library ([DLL](#)) file.



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26. **Backup** is the activity of copying [file](#) or [databases](#) so that they will be preserved in case of equipment failure or other catastrophe. Backup is usually a routine part of the operation of large businesses with [mainframes](#) as well as the administrators of smaller business computers.
27. **Database** is a collection of [information](#) that is organized so that it can easily be accessed, managed, and updated.
28. **Workstation** is a computer intended for individual use that is faster and more capable than a personal computer. It's intended for business or professional use.
29. **Robot** is a machine designed to execute one or more tasks repeatedly, with speed and precision.
