

MONTH	PRACTICAL
APRIL	<ul style="list-style-type: none"> How to Switch on/ off the Computer? Typing of Text using Alphabet Keys Typing numbers using number keys on Num Keypad
MAY	<ul style="list-style-type: none"> Typing of Capital letters (Use of Caps Lock key) Use of Backspace key, Spacebar key, Enter Key
JUNE	-----SUMMER BREAK-----
JULY	<ul style="list-style-type: none"> Revision of topics taken in the month of April and May Use of Arrow keys
AUGUST	<ul style="list-style-type: none"> Closing Notepad Use of Minimize/ Close button REVISION and PRACTICAL (HALF YEARLY EXAMS)
SEPTEMBER	<ul style="list-style-type: none"> How to hold mouse?
OCTOBER	<ul style="list-style-type: none"> How to hold mouse? Opening icon (Double click) Single click
NOVEMBER	<ul style="list-style-type: none"> How to open Paint Program? Use of different shapes- Rectangle, Oval, Star and Cloud Use of Pencil tool, Eraser tool, Fill with Colour tool
DECEMBER	<ul style="list-style-type: none"> Drawing picture with Brush tool Use of colour palette Exit from MS-Paint
JANUARY	REVISION FOR ANNUAL EXAMS
FEBRUARY	PRACTICAL (ANNUAL EXAMS)

TERM- 1**SYLLABUS FOR HALF YEARLY EXAMS****Practical:**

- How to Switch on/ off the Computer?
- Use of different keys (typing text) in Notepad
- Typing Numbers (0-9)
- Use of Caps Lock key (typing of Capital letters)
- Use of Backspace key, Spacebar key, Enter Key
- Use of Arrow keys
- Use of Numeric Keypad

TERM-2**SYLLABUS FOR ANNUAL EXAMS****Practical:**

- How to hold mouse?
- Opening icon (Double click)
- Single Click
- How to open Paint Program?
- Use of different shapes- Rectangle, Oval, Star and Cloud.
- Use of Pencil tool, Eraser tool, Fill with Colour tool
- Drawing picture with Brush Tool (sad and happy faces)
- Use of colour palette