

MONTH	PRACTICAL
APRIL	<ul style="list-style-type: none"> <li>How to open WordPad program?</li> <li>Typing of Sentences in Capital letter (Use of Caps Lock key)</li> <li>Typing of numbers using Num Lock keys</li> </ul>
MAY	<ul style="list-style-type: none"> <li>Formatting in WordPad (BIU)</li> <li>Saving file in WordPad</li> <li>Opening already saved file</li> </ul>
JUNE	-----SUMMER BREAK-----
JULY	<ul style="list-style-type: none"> <li>Revision of topics taken in the month of April and May</li> <li>Exit from Word Pad</li> <li>Use of minimize, maximize and close button</li> </ul>
AUGUST	<b>REVISION and PRACTICAL (HALF YEARLY EXAMS)</b>
SEPTEMBER	<ul style="list-style-type: none"> <li>Opening MS-Paint</li> </ul>
OCTOBER	<ul style="list-style-type: none"> <li>Opening MS-Paint</li> <li>Use of Polygon, Magnifier and Curve tool</li> <li>Use of Brush tool</li> </ul>
NOVEMBER	<ul style="list-style-type: none"> <li>Use of different shapes</li> <li>Saving a Paint file</li> <li>Opening already saved files</li> <li>Draw Chess Board</li> </ul>
DECEMBER	<ul style="list-style-type: none"> <li>Draw Underwater Scene</li> <li>Draw Night Sky Scene</li> </ul>
JANUARY	<b>REVISION FOR ANNUAL EXAMS</b>
FEBRUARY	<b>PRACTICAL (ANNUAL EXAMS)</b>

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

- How to open WordPad program?
- Typing of Sentences in Capital letter (Use of Caps Lock key)
- Formatting in WordPad (BIU)
- Typing of Numbers using Num Lock keys
- Saving file in Word Pad
- Opening File in Word Pad (already saved)
- Exit from Word Pad
- Use of minimize, maximize and close Button

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

- Opening MS-Paint
- Use of Polygon, Magnifier and Curve tool
- Use of Brush tool
- Saving a Paint file
- Opening Already Saved Files
- Draw a Night Scene
- Use of different Shapes
- Draw Chess board using shapes and fill with colour
- Draw Under water Scene