THE VEDIC ERA PROGRESSIVE SCHOOL **COMPUTER SYLLABUS (2019-20)** **Class – 3rd**

Prescribed Book : COSMOS CYBER SMART IN COMPUTERS FROM FLAMINGO

MONTH	THEORY	PRACTICAL
APRIL	• Chapter-1 (Basics of Computer)	• To start MS-Paint • Use of Brush tool
MAY	• Chapter-2 (Hardware and Software)	• Use of tools and shapes
JUNE	**------ SUMMER BREAK----**	
JULY	• Chapter-6 (More on MS-Paint)	• Use of selection tools in Paint
AUGUST	**--------REVISION ------**	• Draw a scene using tools, shapes • Cut command
SEPTEMBER	**-------HALF YEARLY EXAMS --------**	**--------- REVISION --------**
OCTOBER	• Chapter-9 (Introduction To MS-Word 2010)	• How to open MS-Word? • Typing in MS-Word with formatting option
NOVEMBER	• Chapter-3 (Operating System-Windows7)	• Selection of text • Cut/Copy/ Paste option
DECEMBER	• Chapter-10 (The World of Internet)	• Saving the text file in MS-Word • Opening an already existing file • Exiting MS-Word 2010
JANUARY and FEBRUARY	**--------- REVISION --------**	
MARCH	**--------- ANNUAL EXAMS --------**	

TERM– 1

SYLLABUS FOR HALF YEARLY EXAMS

THEORY:

- Chapter-1 (Basics of Computer)
- Chapter-2 (Hardware and Software)
- Chapter-6 (More on MS-Paint)

PRACTICAL:

- To start paint program
- Use of Brush tool
- Use of tools and shapes
- Use of selection tools in Paint
- Use of cut option
- Draw a scene using tools and shapes

TERM–2

SYLLABUS FOR ANNUAL EXAMS

THEORY:

- Chapter-3 (Operating System-Windows7)
- Chapter-9 (Introduction to MS-Word 2010)
- Chapter-10 (The World of Internet)

PRACTICAL:

- How to open MS-Word?
- Typing in MS-Word using formatting options
- Selection of text
- Cut/Copy/ Paste option
- Saving of Word file
- Opening an already existing file
- Exiting MS-Word 2010