

MONTH	THEORY	PRACTICAL
APRIL	<ul style="list-style-type: none"> Lesson-1 (Understanding the Computer) 	-----
MAY	<ul style="list-style-type: none"> Lesson-2 (Formatting in MS Word 2010) 	MS Word ✓ Use of Format Painter ✓ Formatting the Text ✓ Change Case Option ✓ Find/ Replace Option
JUNE	----- SUMMER BREAK -----	
JULY	<ul style="list-style-type: none"> Lesson-3 (Excelling in Word 2010) 	✓ Clear Formatting ✓ Line Spacing ✓ Paragraph Alignment
AUGUST	----- REVISION -----	
SEPTEMBER	-----HALF YEARLY EXAMS-----	
OCTOBER	<ul style="list-style-type: none"> Lesson-8 (Understanding MS PowerPoint) 	MS POWERPOINT: ✓ Adding Text to Slide/ Place holder ✓ Inserting Picture/ WordArt/ Shapes
NOVEMBER	<ul style="list-style-type: none"> Lesson-9 (Slide Views and Animation in PowerPoint) 	✓ Applying a theme ✓ Working with Slide Sorter View
DECEMBER	<ul style="list-style-type: none"> Lesson-7 (Computer Viruses) 	✓ Creating Animation, Slide transition ✓ Starting Slide Show
JANUARY and FEBRUARY	----- REVISION -----	
MARCH	----- ANNUAL EXAMS -----	

TERM – 1
SYLLABUS FOR HALF YEARLY EXAMS
THEORY: <ul style="list-style-type: none"> Lesson-1 (Understanding the Computer) Lesson-2 (Formatting in MS Word 2010) Lesson-3 (Excelling in Word 2010)
PRACTICAL: MS WORD: <ul style="list-style-type: none"> ✓ Use of Format Painter ✓ Formatting the text ✓ Change Case Option ✓ Find/ Replace option ✓ Line Spacing ✓ Clear Formatting ✓ Paragraph Alignment
TERM – 2
SYLLABUS FOR ANNUAL EXAMS
THEORY: <ul style="list-style-type: none"> Lesson-7 (Computer Viruses) Lesson-8 (Understanding MS PowerPoint) Lesson-9 (Slide Views and Animation in PowerPoint)
PRACTICAL: MS POWERPOINT: <ul style="list-style-type: none"> ✓ Adding text to Slide/ Place holder ✓ Inserting Picture/ WordArt/ Shapes ✓ Applying a theme ✓ Working with Slide Sorter View ✓ Creating Animation, Slide transition ✓ Starting Slide Show