

Prescribed Book : Cyber Smart in Computers

MONTH	THEORY	PRACTICAL
APRIL	Chapter-10 (Computer Networks)	-----
MAY	Chapter-2 (Formulas and Functions in Excel)	<ul style="list-style-type: none"> Use of following functions: <ul style="list-style-type: none"> ✓ Sum () ✓ Average () ✓ Count ()
JUNE	----- SUMMER BREAK----	
JULY	Chapter-3 (Charts and Data Manipulations in Excel)	<ul style="list-style-type: none"> Creating a chart Sorting data Filtering data
AUGUST	----- REVISION -----	
SEPTEMBER	-----HALF YEARLY EXAMS-----	
OCTOBER	Chapter-8 (Learning HTML)	<ul style="list-style-type: none"> Creating and Saving HTML document Viewing an HTML document Use of following tags: <ul style="list-style-type: none"> ✓ HTML ✓ HEAD ✓ BODY ✓ TITLE
NOVEMBER	Chapter-9 (Creating Web Pages with HTML)	<ul style="list-style-type: none"> Use of HEADING tag, PARAGRAPH tag, BOLD tag, UNDERLINE tag, ITALIC tag FONT tag and its attributes
DECEMBER	Chapter-7 (More on Photoshop)	<ul style="list-style-type: none"> Use of Marquee tool, Lasso tool, Pencil tool Cropping an image and Adding text
JANUARY AND FEBRUARY	----- REVISION -----	
MARCH	----- ANNUAL EXAMS -----	

TERM – 1	TERM – 2
SYLLABUS FOR HALF YEARLY EXAMS	SYLLABUS FOR ANNUAL EXAMS
<p><u>THEORY:</u></p> <ul style="list-style-type: none"> Chapter-2 (Formulas and Functions in Excel) Chapter-3 (Charts and Data Manipulations in Excel) Chapter-10 (Computer Networks) 	<p><u>THEORY:</u></p> <ul style="list-style-type: none"> Chapter-7 (More on Photoshop) Chapter-8 (Learning HTML) Chapter-9 (Creating Web Pages with HTML)
<p><u>Practical:</u></p> <p><u>MS-Excel-2010</u></p> <ul style="list-style-type: none"> Use of Sum (), Average () and Count () Creating a chart Sorting data Filtering data 	<p><u>Practical:</u></p> <p><u>HTML</u></p> <ul style="list-style-type: none"> Creating and Saving HTML document Viewing an HTML document Use of HTML tag, HEAD tag, BODY tag, TITLE tag, HEADING tag, PARAGRAPH tag, BOLD tag, UNDERLINE tag, ITALIC tag Use of FONT tag and its attributes <p><u>ADOBE PHOTOSHOP</u></p> <ul style="list-style-type: none"> Use of Marquee tool, Pencil tool, Lasso tool Cropping an image Adding Text