

Syllabus of COMPUTER Session 2021-22

		Subject:- COMPUTER		FIRST TERM		Name of Teacher – Santosh Sharma	
Month	Class :- 3 No. of Teaching Days	Topic	Oral	Written	Activity / Project / Practical	Revision Test	
APRIL 2021	4	Introduction To Computers. Computer hardware Computer system	Hardware Examples & Reinforcement of Concept	Question & Answer MCQ & Fill-ups	Visit a mall and find out the name of the hardware used to scan the barcode at billing counter.	Revision worksheet of hardware	
JUNE 2021	4	Introduction To Computers. Computer software Computer system	Software Examples & Reinforcement of Concept	Question & Answer MCQ & Fill-ups	Visit a mall and find out the name of the hardware used to scan the barcode at billing counter.	Revision worksheet of software.	
JULY 2021	4	Learn to use MS Windows 10. (MS window, Icons, Task bars, Shortcut buttons, desktop background, mouse pointer shapes)	Oral Quiz Shortcut keys	Windows Explanation with complete question and answers. All shortcut keys Full Forms	Collect the picture of all the versions of windows and paste them in your notebook.	Shortcut keys test.	

AUGUST 2021	4	More on MS Paint. (Introduction, image group, clipboard group, drawing different shapes,	Quiz of different tools.	Question & Answers / fill in blanks & MCQ.	Drawing & coloring in MS Paints and using different shapes.	Draw a birthday cards using with different shapes and color.
SEPTEMBER 2021	4	The view Tabs, saving a file in a different format, setting a picture as desktop background.	Quiz of different Bars	Question & Answers / fill in blanks & MCQ.	Different Types of background & set timer.	Teachers' day card and save in folder.
SECOND TERM						
OCTOBER 2021	4	Editing in MS Words (introduction, starting MS Words 2016, Screen Element of MS Words 2016.A quick recap of keyboard.	All elements quiz. Keyboard shortcut keys.	Question & Answers / fill in blanks & MCQ.	Word Formatting .	Keywords and word formatting MS.

NOVEMBER 2021	4	Editing in MS Words: - Typing in MS Words, Creating a new document, Editing a document, Inserting the Text, Undo/ Redo	Quick Recap of Keywords.	Question & Answer New documents creating	Type a paragraph and saved the file with highlights and formatting.	MS word practical task.
DECEMBER 2021	4	Editing in MS Word: - Spelling and Grammar, Using Thesaurus, Saving opening / closing document. Printing a document, Existing MS words 2016.	Quick Recap and quiz / keyboards shortcuts.	Question & Answer New documents creating File save and printing a documents.	Write a application for leave to your class teacher.	Complete MS word practical task.
JANUARY 2022	4	Formatting in MS Words 2016. Introduction , Changing Font Style/Size/Colour, Mini Toolbar Changing Lists With Bullets & Number.	Quiz Toolbar	Question & Answer New documents creating Changing Font Style/Size/Colour, Mini Toolbar File save and printing a documents.	Choose any five states of India, there capitals , food , clothing and create a document and ty[e about them in MS word. Apply formatting to make it attractive.	Complete MS word practical task.

FEBRUARY 2022	4	Introduction To Internet:- Introduction, Internet, Internet Terms, Opening a Website, Advantage of internet. Disadvantage of internet Best practices Related to online safety Responsibility of a Good Digital Citizen.	Advantage & Disadvantage of Internet	Question & Answers / fill in blanks & MCQ.	Prepare a chart on Internet advantage and terms.	Jumbled Letters Rearrange
MARCH 2022	4	Revision	Revision	Revision	Revision	Revision