

Prescribed Book : CYBER SMART IN COMPUTERS

MONTH	THEORY	PRACTICAL
APRIL	<ul style="list-style-type: none"> <li>Chapter-7 (Learning QBasic)</li> </ul>	<ul style="list-style-type: none"> <li>Starting QB64</li> </ul>
MAY	<ul style="list-style-type: none"> <li>Chapter-8 (Commands in QBasic)</li> </ul>	<ul style="list-style-type: none"> <li><b>Use of following commands</b> <ul style="list-style-type: none"> <li>✓ LET</li> <li>✓ END</li> <li>✓ INPUT</li> <li>✓ PRINT</li> <li>✓ CLS</li> <li>✓ Writing and Executing a Program</li> </ul> </li> </ul>
JUNE	----- SUMMER BREAK----	
JULY	<ul style="list-style-type: none"> <li>Chapter-3 (Advanced Features of MS Word 2010)</li> </ul>	<ul style="list-style-type: none"> <li>Mail Merge</li> </ul>
AUGUST	----- REVISION -----	
SEPTEMBER	-----HALF YEARLY EXAMS-----	
OCTOBER	<ul style="list-style-type: none"> <li>Chapter-9 (Internet and Search Engines)</li> </ul>	----
NOVEMBER	<ul style="list-style-type: none"> <li>Chapter-5 (Introduction to Microsoft Excel 2010)</li> </ul>	<ul style="list-style-type: none"> <li>Creating a new workbook</li> <li>Entering data in worksheet</li> <li>Deleting/ Moving/ Copying cell contents</li> <li>Saving a workbook</li> <li>Opening an existing workbook</li> <li>Closing workbook in Excel</li> </ul>
DECEMBER	<ul style="list-style-type: none"> <li>Chapter-6 (Formatting Worksheet in Microsoft Excel 2010)</li> </ul>	<ul style="list-style-type: none"> <li>Changing the width of a column and the height of a row</li> <li>Inserting a blank row or blank column</li> <li>Changing Font type, Font style and Font size</li> <li>Applying border</li> <li>Changing background and font colour</li> <li>Setting alignment</li> <li>Formatting as table</li> </ul>
JANUARY and FEBRUARY	----- REVISION -----	
MARCH	----- ANNUAL EXAMS -----	

TERM – 1
SYLLABUS FOR HALF YEARLY EXAMS
<b>THEORY:</b> <ul style="list-style-type: none"> <li>Chapter-3 (Advanced Features of MS Word 2010)</li> <li>Chapter-7 (Learning QBasic)</li> <li>Chapter-8 (Commands in QBasic)</li> </ul>
<b>PRACTICAL:</b> <ul style="list-style-type: none"> <li><b>STARTING QB64</b></li> <li><b>Use of following commands:</b> <ul style="list-style-type: none"> <li>✓ LET</li> <li>✓ END</li> <li>✓ INPUT</li> <li>✓ PRINT</li> <li>✓ CLS</li> <li>✓ Writing and Executing a program</li> </ul> </li> </ul>
<b>MS-WORD 2010</b> <ul style="list-style-type: none"> <li>✓ Mail Merge</li> </ul>
TERM – 2
SYLLABUS FOR ANNUAL EXAMS
<b>THEORY:</b> <ul style="list-style-type: none"> <li>Chapter-5 (Introduction to Microsoft Excel 2010)</li> <li>Chapter-6 (Formatting Worksheet in Microsoft Excel 2010)</li> <li>Chapter-9 (Internet and Search Engines)</li> </ul>
<b>PRACTICAL:</b> <ul style="list-style-type: none"> <li><b>MS-EXCEL:</b> <ul style="list-style-type: none"> <li>✓ Creating a new workbook</li> <li>✓ Entering data in Worksheet</li> <li>✓ Deleting/ Moving/ Copying cell contents</li> <li>✓ Saving a Workbook</li> <li>✓ Opening an existing workbook</li> <li>✓ Closing workbook in Excel</li> <li>✓ Changing the width of a column and the height of a row</li> <li>✓ Inserting a blank row or blank column</li> <li>✓ Changing font type, font style and font size</li> <li>✓ Applying border</li> <li>✓ Changing background and font colour</li> <li>✓ Setting alignment</li> <li>✓ Formatting as table</li> </ul> </li> </ul>