

Prescribed Book : Cyber Smart in Computers

| MONTH | THEORY | PRACTICAL |
|----------------------|--|--|
| APRIL | Chapter-1 (Introduction to MS Access 2010) | <ul style="list-style-type: none"> • MS-ACCESS 2010 <ul style="list-style-type: none"> ✓ Starting MS Access ✓ Creating a new blank sheet ✓ Creating a new table ✓ Renaming a table ✓ Adding new fields in Datasheet view ✓ Rearranging fields ✓ Closing a table and Database ✓ Opening an existing Database |
| MAY | Chapter-2 (More On MS Access 2010) | <ul style="list-style-type: none"> • Creating Query using Query Wizard |
| JUNE | ----- SUMMER BREAK ----- | |
| JULY | Chapter-3 (Lists and Tables in HTML) | <ul style="list-style-type: none"> • HTML <ul style="list-style-type: none"> ✓ Creating Ordered And Unordered Lists |
| AUGUST | ----- REVISION ----- | |
| SEPTEMBER | ----- HALF YEARLY EXAMS ----- | |
| OCTOBER | Chapter-4 (Images and Links in HTML) | <ul style="list-style-type: none"> • HTML <ul style="list-style-type: none"> ✓ Working with Images and their attributes ✓ Adding Marquee to a webpage |
| NOVEMBER | Chapter-9 (Learning Flash) | <ul style="list-style-type: none"> • HTML : Starting Flash <ul style="list-style-type: none"> ✓ Creating/ Saving/ Opening an existing Flash document ✓ Use of Line/ Oval/ Rectangle/ Polystar/ Pencil/ Eraser tool |
| DECEMBER | Chapter-10 (More on Flash) | <ul style="list-style-type: none"> • Flash <ul style="list-style-type: none"> ✓ Creating Shape Tween and Motion Tween |
| JANUARY AND FEBRUARY | ----- REVISION ----- | |
| MARCH | ----- ANNUAL EXAMS ----- | |

| TERM – 1 | | TERM – 2 | |
|--|--|---|--|
| SYLLABUS FOR HALF YEARLY EXAMS | | SYLLABUS FOR ANNUAL EXAMS | |
| THEORY: | | THEORY: | |
| <ul style="list-style-type: none"> • Chapter-1 (Introduction To MS Access 2010) • Chapter-2 (More On MS Access 2010) • Chapter-3 (Lists And Tables In HTML) | | <ul style="list-style-type: none"> • Chapter-4 (Images And Links in HTML) • Chapter-9 (Learning Flash) • Chapter-10 (More On Flash) | |
| Practical: | | Practical: | |
| <ul style="list-style-type: none"> • MS-ACCESS 2010 <ul style="list-style-type: none"> ✓ Starting MS Access ✓ Creating a new blank sheet ✓ Creating a new table ✓ Renaming a table ✓ Adding new fields in Datasheet view ✓ Rearranging fields ✓ Closing a table and Database ✓ Opening an existing Database • HTML Creating Ordered And Unordered Lists | | <ul style="list-style-type: none"> • HTML <ul style="list-style-type: none"> ✓ Working with Images and their attributes ✓ Adding Marquee to a webpage • Flash <ul style="list-style-type: none"> ✓ Creating/ Saving/ Opening an existing Flash document ✓ Use of following tools in Flash: <ul style="list-style-type: none"> (a) Line tool (b) Polystar tool (c) Eraser tool (d) Oval tool (e) Pencil tool (f) Rectangle tool ✓ Creating Shape Tween ✓ Creating Motion Tween | |