**Computer**

**Class- 3rd (Planner)**

**(April and May)**

 **Chapter 1:- Introduction to computers**

**(July)**

 **Chapter 2:- learn to use MS Windows-7**

**(August)**

 **Chapter 3:- More on paint**

**(September)**

 **Chapter 4:- More about the Keyboard**

* **Introduction**
* **Keys on a keyboard**
* **Alphabet Keys**
* **Number keys**

**(Syllabus for S.A.-1)**

 **Chapter 1:- Introduction to computer.**

 **Chapter 2:- Learn to use MS Windows-7.**

 **Chapter 3:- More on Paint.**

 **Chapter 4:- Learn to use the Computer**

**(October)**

 **Chapter 4:- More about the Keyboard**

* **Arrow Keys/ Cursor Control keys**
* **Special Keys**
* **Function Keys**
* **Keyboard Manners**
* **Touch Typing**

**(November)**

 **Chapter 5:- Learn to use MS-Word 2007**

**(December)**

 **Chapter 6:- Introduction to Internet.**

**(January)**

 **Optional Topic: -**

* **Step by step thinking**
* **Introduction to Logo**

**(February)**

* **MS-Word 2010**
* **Revision**

**(Syllabus for SA-2)**

 **Chapter 4:- More about the Keyboard.**

 **Chapter 5:- Learn to use MS-word 2007.**

 **Chapter 6:- Introduction to Internet.**

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