Computer - IV

FA	Month	Topic	Activity
IA-F	Apr.	**Ch-1:** Working with computer peripherals	***Activity:*** Collect pictures of scanner, printer, speaker, microphone, cd, pen drive and paste in copy. ***Practical:*** Show all peripherals to students explaining their features.
FA-II	May	**Ch- 2:**Fun With Circles And Polygons In Logo	Activity: Draw a LOGO screen in copy. Practical: Draw a circle, semi- circle & other shapes using repeat command.
	July	**Ch- 3:** Manage Files and Folders.	***Activity:*** *Draw the icons for all the sub folders of library on A3 sheet..* ***Practical:*** Create & rename, copy, remove a folder.
ExamSA-1 H. Y.	Aug.	**Ch- 4:** Personalize your Computers **R E V I**	***Activity:*** *Draw a desktop background of Windows 7.* ***Practical***: make students learn to change the desktop settings ,screen saver, mouse settings **S I O N**
	Sep.	**Ch-5:** Formatting in MS Word	***Practical***: All formatting procedures in lab(font, styling, size, highlighting etc)
FA-III	Oct.	**Ch- 6:**Style a Microsoft Document	***Practical***: Learning about usage of bullets, numbering, clip art, word art, and border.
	Nov.	**Ch-7:** The Net Connect	Activity: draw all the web browsers. Practical: make students learn the usage of all the web browsers and search engines.
FA-IV	Dec.	**Ch- 8:**Create a presentation : MS Power point 2010	***Activity:*** *draw a power-point window in copy* ***Practical***: show the creating of slides, saving closing & opening, exiting the slides.
	Jan.	**Ch- 9:**Design a presentation	Practical: Inserting a picture, smart art, clipart tables & shapes etc.
ExamSA-2	Feb / March	**R E V I**	**S I O N**