# CONTENT LIST STATE SYLLABUS

#### I Std

- 1 My Computer
- 2 Places where we find computers
- 3 Parts of computers
- 4 Mouse
- 5 Keyboard
- 6 Monitor
- 7 Central Processing Unit
- 8 Do's and Don'ts

# II Std

- 1 Introduction to computers
- 2 Input devices
- 3 Output devices
- 4 Computer Ethics
- 5 Introduction to Paint
- 6 Introduction to Notepad

#### III Std

- 1 History of computers
- 2 Introduction to Wordpad
- 3 Editing and formatting in Wordpad
- 4 Windows
- 5 Advanced paint
- 6 Hands on Keyboard

#### IV Std

- 1 Types of computers
- 2 Introduction to MS-Office
- 3 Editing in MS-Word
- 4 Formatting in MS-Word
- 5 Inserting options
- 6 More on Windows

#### V Std

- 1 Hardware and Software
- 2 Introduction to MS-PowerPoint
- 3 Formatting
- 4 Inserting Pictures
- 5 Internet and its uses
- 6 Introduction to Multi-media

# VI Std

- 1 Generations of computers
- 2 Introduction to MS-Excel
- 3 Formulas and functions
- 4 Formatting of cells in MS-Excel
- 5 The Internet and its uses
- 6 Viruses and Anti-viruses

# VII Std

- 1 Categorization
- 2 Introduction to Database
- 3 Getting started with MS-Access
- 4 Working with Tables
- 5 Forms and queries
- 6 MS-DOS
- 7 Memory and storage devices

#### VIII Std

- 1 Hardware components
- 2 Introduction to HTML
- 3 Advanced Tags
- 4 Introduction to MS-FrontPage
- 5 Page formatting
- 6 Creating tables
- 7 Networking

#### IX Std

- 1 Applications of computers
- 2 Introduction to Photoshop
- 3 Tools used in Photoshop
- 4 Introduction to CorelDraw
- 5 Tools used in CorelDraw
- 6 Number System

# X Std

- 1 Advanced MS-Word
- 2 Advanced MS-PowerPoint
- 3 Advanced MS-Excel
- 4 Advanced MS-Access
- 5 Programming Logic Technique
- 6 Introduction to C-Language
- 7 Control statements in C- Language
- 8 Introduction to Macro-media Flash