	March-June			
Content	**Evolution of Computers** **Input and Output Devices**	**More on Windows**	**Page Formatting in Word**	**Advanced features of Word**

Outcomes	• Understanding history of computer.
	• Learning about various calculating devices, generation of computers and types of computers.
	• Comprehending various Input and Output devices.
		• Understanding window media payer.
		• Learning about control panel and its uses.
		• Learning to install and uninstall an application and troubleshooting problems faced while using a computer.
			• Learning page formatting features like-header and footer, page numbering, adding date and time, line and paragraph spacing, Page margins, indentations.
			• Learning to :-
			  – Change page orientations.
			  – Add backgrounds.
				• Learning features like:-
				  – Find and replace
				  – Spelling and Grammar.
				  – Thesaurus.
				  – Drop Cap
				  – Mail Merge.

	July-November			
Content	**Enhancing a Presentation**	**Introduction to Excel**	**Programming in Scratch**	**Internet and E-mail**

Outcomes	• Learning to apply features like:-
	  – Animations.
	  – Transitions.
	  – Inserting audio and video clips.
	  – Settings rehearse timing.
		• Learning about:-
		  – Starting excel
		  – Components of MS Excel.
		  – Entering data in cells.
		  – Renaming and removing worksheet.
		  – Saving workbook.
		  – Opening a saved workbook.
		  – Exiting excel.
			• Learning to:-
			  – Use multiple sprites.
			  – Use keyboard keys controls.
			  – Apply reasoning to make decisions.
			  – Sense input and its execution.
			  – Apply conditions in programming.
				• Understanding internet and its history.
				• Learning about:-
				  – Search engine and its uses.
				  – Email and its benefits.
				  – Writing, sending, replying and forwarding an email.
				  – Netiquettes.
				  – Internet abbreviations and Emoticons.