

ATOMIC ENERGY CENTRAL SCHOOL NO-4, RAWATBHATA
Classwise Activity Details for TERM-I (computer)

Classes	Month	S.No	Activities
VIII	April	1	Ms-word apply formatting in table
		2	Ms-word insert wordart
VIII	May/June	1	Ms-word insert picture from clipart and from file
		2	Ms-word apply various formatting using font dialogbox and formatting toolbar
VIII	July	1	Ms-word insert Basic shapes.
		2	Ms-word insert flow chart shapes.
VIII	August	1	Ms-word wite the algorithm and flowchart for addition and subtraction of two numbes.
		2	Ms-word wite the algorithm and flowchart for area of clircle , square.
VIII	September	1	Ms-word wite the algorithm and flowchart for pass/fail, eligible for voting.
		2	Practical Exam and Viva
VII	April	1	Create the student details table in Microsoft excel file.
		2	Open the Existing file and Insert rows/column in a table, Delete rows/column in a table.
VII	May/June	1	Ms-Excel Insert,Delete and Rename Worksheet
		2	Ms-Excel worksheet formatting and sorting data
VII	July	1	Ms-Excel Freeze row / Column.
		2	Ms-Excel Filtering Data
VII	August	1	MS-Excel functions
		2	Ms-Excel chart and its types
VII	September	1	Ms-Excel chart and its sub-types
		2	Practical Exam and Viva

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Classes	Month	S.No	Activities
VI	April	1	Ms-word create class TimeTable
		2	Ms-word apply formatting in table
VI	May/June	1	Ms-word insert wordart , clipart, Drop Cap.
		2	Ms-word insert Header/Footer.
VI	July	1	Ms-word apply various formatting using font dialogbox and formatting toolbar
		2	Desing the greeting card in Ms-word.
VI	August	1	Mail Merge in Ms-word
		2	Ms-word sorting, filtering of data.
VI	September	1	Ms-word apply the conditional formatting.
		2	Practical Exam and Viva
V	April	1	Create a simple table in Ms-Word.
		2	Insert rows/column in a table. Delete rows/column in a table.
V	May/June	1	Formatting table with table properties.
		2	Create a simple table using draw table in Ms-Word.
V	July	1	Create the student details table in Microsoft excel file.
		2	Open the Existing file and Insert rows/column in a table, Delete rows/column in a table.
V	August	1	Delete and rename the worksheet.
		2	Freeze row / Column.
V	September	1	Demo of Multimedia.(Open and use Sound recorder)
		2	Demo of Multimedia.(Movie maker)
IV	April	1	Create a word file,save, save as the file and close the file.
		2	Edit the saved document and add more statements/paragraphs, close the file.
IV	May/June	1	Edit the saved document and cut, copy and paste.
		2	Open the saved file and view the different page layouts.
IV	July	1	Creating folder,move the files between folder.
		2	Creating shortcuts and searching files and folders.
IV	August	1	Create a power point presentation on the given topic minimum 3 slides.
		2	Create a power point presentation on the topic "Computer" using ClipArts.
IV	September	1	Create a power point presentation on the topic "Shapes" with minimum 5 slides, include one shape per slide and name the shape using SmartArt.
		2	Open the saved presentation file and insert Date, Time,Slide no. and view the slide show.
III	April	1	Turn on and Shut down the computer. Identify the keys and mouse buttons .
		2	Draw a "Nature Scenery" using paint tools
III	May/June	1	Draw a "India flag", a "flower" using paint tools
		2	Draw a "flower/bird" using paint tools
III	July	1	Make a greeting card design for wishing your friend on his/her birthday using text paint tool.
		2	Design a festival card using the paint tools. (Use text, airbrush and other required tools)
III	August	1	Draw the picture and zoom in and view the picture
		2	Create a word file,save, save as option,close the file.
III	September	1	Edit the saved document and cut, copy and paste paragraphs.
		2	Create/Edit the saved document and cut, copy and paste paragraphs in other word document.