

SUBJECT : COMPUTER

Month	CHAPTER/TOPIC	CONTENT	ACTIVITY/ Co-curricular Activities	ASSIGNMENT
April	Getting started	Computer & its parts Open & start a computer Uses of computer	Parts of computer system Quiz Name the input devices.	Draw Mouse Cross word Puzzles Activity Page no 5 Quiz Time
May	Fundamentals Of Computer	Different types of computer used Understand the importance of computer Features & uses of different types of computer	Recall the mobile numbers of any 10 friends Write three tasks in which computer is better than you.	Observe the laptops tablet, Activity Pg 15 Activity Pg no 24,25
June	Summer Break			
July	Keyboard I	Types of keys on the keyboard position of Alphabet and number keys and use of special keys	Colour the keys as per the colour Scheme provided: All keys with Letters of Alphabet- green Colour All keys with numbers on them- Blue colour All keys with rectangle shape- Yellow colour Type the sentence I Love my India & MY self Topic	Count the number of different types of keys on the keyboard Press- the number keys on the keyboard to get the current year to get a phone no. etc. Count the only alphabet keys on the keyboard
Aug	Touch Typing: play with Text Editor	Basics of touch typing .Open a document Identify the location and number keys through touch typing Close a document	Type simple sentences like : Honesty is the best policy. Practice makes a man perfect Place your fingers on the home keys . Write which finger you will use to press the following number keys on the keyboard- 5,8,7,8,9	Type the following words using the home keys. Fad lad sad Jkl; ;lkj Type the following words using the home keys row and row above home keys. Try art part gift past house ride etc.
Sept.	Ist Term Exams (Practical)			
Oct	Know the keyboard	Identify the position of caps lock, shift and Num lock and purpose of these keys. Position of delete and backspace key on the keyboard	Use of delete key and Backspace key Difference between the use of Delete key and Backspace key.	Observe the keyboard carefully. Type 10 lines on 'My Self'. Find out what will happen when you press 8 on the numeric key pad when Num lock is not on

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Nov.	Using the icons	Define icons. Purpose and use of icons Use mouse and keyboard to open icons Familiarise with maximize,minimize and restore options.	List the present icons of your computer. Difference between Large icon, Medium icon and small icon.	Count the no of icons in your computer lab. Arrange icons on the Desktop Click the maximize button to enlarge the window Click the Minimize button to reduce the window. Click the Restore button to return window to the size.
Dec.	Tux Paint	Use of Tux paint software Features of Tux paint window Various tools and shapes available in Tux paint	Write the steps to open Tux paint software. Write all the tools of the tool bar in the Tux paint. Name all the shapes that you can find in the shape Tool bar. Difference between Filled and Unfilled shape	Double click on the Tux paint to open the Tux paint. Observe the tool bar carefully. Click on paint,Line, shapes, AbcText,Abc Label, Eraser and observe with right selector. Draw the different shapes in Tux paint.
Jan.	Use Safe: Precautions While using computers	Importance of correct posture while using computers. Importance of measures to be taken to safe guard machines. Understand the concept of Sit up Right Use right	Do's and Don'ts of computer lab. Right handling of computer components	https://www.youtube.com/watch?v=x-Gdp03XXza Observe the sitting posture of your partner and mark him/her .
Feb.	Revision& IInd Term Exams			

