



COMPUTER SYLLABUS CLASSES 8,9 &10

DATA ENTRY OPERATIONS

UNIT 1: Basics of Computer

Input and Output Devices
System Software and Application
Software
Computer Language
Compiler and Assembler

UNIT 2: Operating System

Desktop Elements
Locating Files and Folders
Changing System Setting
File Management in Windows
Installation of Software and Hardware

UNIT 3: Basics of Word Processing

Starting Word Program
Word Screen Layout
Typing Screen Objects
Managing Documents
Protecting and Finding Documents

UNIT 4: Formatting

Documents

Working with text

Formatting Paragraphs

Creating Bulleted and Numbered Lists

Spellings and Grammar

UNIT 5: Mail Merge

Types of document in Mail merge

Creating data Source

Creating Mailing Labels

Merging Data into Main Document

UNIT 6: Basics of

Spreadsheet

Selecting, Adding and Renaming Worksheets

Modifying a Worksheet

Resizing Rows and Columns

Workbook Protection

UNIT 7: Formatting

Worksheets

Formatting Toolbar

Formatting Cells

Formatting Columns and Rows

Protect and Unprotect Worksheets

UNIT 8: Formulas, Functions and Charts

Copying a Formula

Types of Functions

Types of Charts

Auto shapes and Smart art

UNIT 9: Creating Presentation

Creating Slides

Slide Sorter View

Changing Slide Layouts

Moving Between Slides