

KENDRIYA VIDYALAYA SANGATHAN

COMPUTER SYLLABUS OF CLASS III

Quarter – April to June

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
1	<u>COMPUTER BASICS</u>	<ul style="list-style-type: none">• Introduction to Computer• Identify the parts of Computer and their functionality.• Identify the keys of keyboard(alphabet keys, numeric key, caps lock, space bar, backspace/del, enter key, arrow movements)• Identify the buttons of Mouse (Left, Right, Scroll).• Do's and Don'ts of Computer Labs• Strengths and Weakness of Computer	6
2	<u>MS PAINT</u>	<ul style="list-style-type: none">• Home Menu• Select, Free-Form Select• Eraser/Color Eraser• Fill With Color, Pick Color• Magnifier• Pencil• Brush• Airbrush• Text• Line, Curve, Rectangle, Polygon, Ellipse, Rounded Rectangle.	10
Minimum level of learning			
<p>Student should be able to identify basic components of computers. Should know the rules of Computer Laboratory. Should be able to identify tools of MS Paint. Should be able to draw basic figures.</p>			

Quarter – July to September

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
3	<u>MS PAINT</u>	<ul style="list-style-type: none">• View Menu:• Zoom In.• Zoom out.• Full Screen	2
4	<u>ABOUT DESKTOP AND COMPUTER PERIPHERALS</u>	<ul style="list-style-type: none">• Purpose of Desktop• Identify Icons on Desktop• Start Button and Taskbar• My Computer• Recycle bin• Input and Output Devices<ul style="list-style-type: none">➤ Keyboard, mouse, monitor, printer, speaker• CPU	8
5	<u>MS – WORD</u>	<ul style="list-style-type: none">• Introduction to MS-Word<ul style="list-style-type: none">➤ What is MS Word 2010➤ Features of MS Word 2010➤ Starting MS Word 2010➤ Components of MS Word 2010• Editing the MS-Word 2010<ul style="list-style-type: none">➤ Typing text.➤ Selecting the text➤ Copy, Cut and Paste the text➤ Deleting text• Saving the Document	14

Minimum level of learning

Student should be able to explore the windows.

Should be able recognize and work on basic computer parts

Should be able to open, create and save word file.

Should be able to edit the contents in word file.

Quarter – October to December

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
6	<u>MS – WORD</u>	<ul style="list-style-type: none"> • Formatting Text <ul style="list-style-type: none"> ➤ Font size, style, color, sub/super script. ➤ Bold, Italic, underline, background color. ➤ Numbering and Bullets. ➤ Alignment ➤ Change Case ➤ Inserting the special characters and symbols. • Insert Menu <ul style="list-style-type: none"> ➤ Word Art ➤ Page Break ➤ Images ➤ Clip Art ➤ Shapes ➤ Text Box ➤ Page Number ➤ Date and Time 	12

Minimum level of learning

Student should be able to format the text.
 Should be able to insert pictures from clip art and pictures stored in computer.
 Should be able format heading using word art.
 Should be able to insert page number, date and time.
 Should be able to draw shapes.

Quarter – January to March

7	<u>INTERNET</u>	<ul style="list-style-type: none"> • Introduction • Need of Internet • Requirements for an Internet Connection. • Steps to open Web Browser • Search Engines • Finding / Downloading / Saving Images 	12
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Minimum level of learning

Student should be able to open the Google.
 Should be able to search the images and text.
 Should be able to download and save image.

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COMPUTER SYLLABUS OF CLASS IV

Quarter – April to June

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
1	<u>COMPUTER HISTORY</u>	<ul style="list-style-type: none">• Understanding Generations• Classification of Computer	4
2	<u>MS – WORD</u>	<ul style="list-style-type: none">• File Menu<ul style="list-style-type: none">➤ New➤ Open➤ Save➤ Save As➤ Close• View Menu<ul style="list-style-type: none">➤ Print Layout➤ Web Layout➤ Full Screen➤ Zooming➤ Ruler	8
3	<u>EXPLORING WINDOWS</u>	<ul style="list-style-type: none">• Making / Rename / Delete / Move folders• Searching Files• Making shortcuts	4

Minimum level of learning

Student should know the various inventions in computers.

Student should know the difference between Save and Save As option.

Student should be able to open the existing file.

Should be able to work on different views.

Student should be able create/rename/delete/move a folder and making its shortcut on desktop.

Student should be able to search a particular file and folder in computer.

Quarter – July to September

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
4	<u>MS – POWERPOINT</u>	<ul style="list-style-type: none">• Formatting a Presentation<ul style="list-style-type: none">➤ Changing the Font➤ Changing the Font Size, Style, Color,➤ Formatting Paragraphs➤ Changing Text Alignment➤ Modifying Line Spacing➤ Creating Bulleted and Numbered Lists➤ Copying Formatting• Insert Menu / Inserting<ul style="list-style-type: none">➤ Images➤ Table➤ Clip Art➤ Screen Shot➤ Shapes and SmartArt➤ Chart➤ Text Box, WordArt, Date & Time, Slide Number, Symbols,➤ Moving & Resizing an Image• SLIDE SHOW MENU<ul style="list-style-type: none">➤ from Beginning➤ from current slide➤ Custom Slide show➤ Setup slide show	24

Minimum level of learning

Student should be able to format the presentation.

Student should be able to insert various objects in the powerpoint slide.

Student should be able to run the powerpoint slides.

<u>Quarter – October to December</u>			
SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
5	<u>MS – EXCEL</u>	<ul style="list-style-type: none"> • Working in MS-Excel • Definition • Use in life • Steps to start MS Excel • Components of Excel Screen • Various data types • Entering Data in Spreadsheet • About the cell & cell address • Auto Sum • Formatting the Data in the Table 	8
6	<u>WINDOWS ACCESSORIES</u>	<ul style="list-style-type: none"> • Calculator • Onscreen Keyboard • Magnifier • Games • Anti-Virus 	4
<p>Minimum level of learning</p> <p>Student should be able to create a file in MS-Excel. Student should be able to identify components of Excel Screen. Student should be able to make a mark sheet in spreadsheet. Student can auto generate the series like Serial no., days, months etc. Student should be able to use calculator, onscreen keyboard, magnifier.</p>			
<u>Quarter – January to March</u>			
7	<u>CONTROL PANEL</u>	<ul style="list-style-type: none"> • Creating User Accounts • Display Properties • Setting of Mouse • Taskbar and Start Menu • Date and Time Settings 	12
<p>Minimum level of learning</p> <p>Student should be able to create their accounts in computer. Student should be able to change desktop background, time and date etc. Student should be able to change the view of start menu and customize task bar.</p>			

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COMPUTER SYLLABUS OF CLASS V

Quarter – April to June

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
1	<u>TABLE CREATION IN WORD</u>	<ul style="list-style-type: none">• Inserting Tables<ul style="list-style-type: none">➤ Selecting no. of rows and Columns➤ Inserting new row and column➤ Merging the cells➤ Filling the color in cells➤ Alignment in the table (vertical and horizontal)➤ Table borders• Draw table	8
2	<u>MORE IN WORD</u>	<ul style="list-style-type: none">• Page Layout Menu<ul style="list-style-type: none">➤ Margins Setting➤ Orientation➤ Paper Size (Legal & A4)➤ Page Borders➤ Indentation➤ Wrap Text➤ Positioning Image	8
<p>Minimum level of learning</p> <p>Student should be able to create a time table of their class in word. Student should be able to create a greeting card using page borders and other options.</p>			

Quarter – July to September

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
3	<u>MS – EXCEL</u>	<ul style="list-style-type: none">• Working with Sheets<ul style="list-style-type: none">➤ Creating / Deleting Sheets➤ Renaming Sheets➤ Copying / Moving Sheets• Inserting New Row and Column• Deleting / Hiding the Rows and Columns• Changing the width and height of the column and row.• Find and Select the data in a given range.• VIEW MENU<ul style="list-style-type: none">➤ Gridlines➤ Freeze Panes➤ View side by side➤ Synchronous Scrolling	16
4	<u>MULTIMEDIA</u>	<p>Media Player: How to open and use.</p> <p>Sound Recorder: How to open and use.</p> <p>Movie Maker:</p> <ul style="list-style-type: none">➤ Inserting image➤ Setting timeline➤ Publishing movie.	8

Minimum level of learning

Student should be able to create a sheet with his/her own name.

Student should be able to create an album of CCA activity using movie maker.

Quarter – October to December

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
5	<u>MS – POWERPOINT</u>	<ul style="list-style-type: none">• Design Menu<ul style="list-style-type: none">➤ Slide Designs• Transition Menu<ul style="list-style-type: none">➤ Different Effects on slides• Animation Menu<ul style="list-style-type: none">➤ Different Effects on object• Viewing Presentation in Different Ways<ul style="list-style-type: none">➤ Managing Slides in the Slide Sorter View➤ Running a Presentation in the Slide Show View• Previewing and Printing a Presentation<ul style="list-style-type: none">➤ Selecting Page Setup Options➤ Printing a Presentation	12

Minimum level of learning

Student should be able to select a perfect design for his/her power point file based on project given by different subject teachers.

Student should be able to apply different animation effects on different objects used in slides.

Student should be able to give proper settings for printing the document in page setup.

Quarter – January to March

6	<u>INTERNET</u>	<ul style="list-style-type: none">• Exploring the different websites<ul style="list-style-type: none">➤ KVS website➤ Vidyalaya's Website➤ Wikipedia➤ Edustrokes	12
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Minimum level of learning

Student should be able to open various educational websites and can copy a paragraph in their PowerPoint presentation.

