

Computer Syllabus For Class 3

COMPUTER SYLLABUS OF CLASS III

Quarter – April to June

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
1	<u>COMPUTER BASICS</u>	1.1 Introduction to Computer 1.2 Starting and Shut Down the computer. 1.3 Identify the parts of Computer and their functionality. 1.4 Identify the keys of keyboard(alphabet keys, numeric key, caps lock, space bar, backspace/del, enter key, arrow movements) 1.5 Identify the buttons of Mouse (Left, Right, Scroll). 1.6 Precautions to be taken while opening and closing computer. 1.7 Do's and Don'ts of Computer Labs 1.8 Features of the Computer 1.9 Strengths and Limitations of Computer	6
2	<u>USING PAINT BRUSH</u>	2.1 Introduction 2.2 How to start Paint brush. 2.3 Home Tab 2.4 Pencil, Eraser, Fill with color, pickcolor, brush, Air brush 2.5 Text tool, Shapes, Magnifier	8
Minimum level of learning Student should be able to identify basic components of computers. Should know the rules of Computer Laboratory. Should be able to identify tools of Paint Brush. Should be able to draw basic figures.			

<u>Quarter – July to September</u>			
SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
3	<u>MORE IN PAINT</u>	3.1 Selection-Rectangular Selection, Freeform Selection 3.2 View Menu 3.3 Zoom In 3.4 Zoom Out 3.5 Full Screen	8
4	<u>ABOUT DESKTOP AND COMPUTER PERIPHERALS</u>	4.1 Purpose of Desktop 4.2 Identify Icons on Desktop 4.3 Start Button and Taskbar 4.4 My Computer 4.5 Recycle bin 4.6 Input and Output Devices 4.7 Keyboard, mouse, monitor, printer, speaker 4.8 Memory Devices 4.9 Primary and Secondary Memory 4.10 CPU	4
5	<u>WORD PROCESSOR</u>	5.1 Introduction to Word 5.1.1 What is Word Processor 5.1.2 Features of Word Processor 5.1.3 History of Word Processor 5.1.4 Steps for Starting Word 5.2 Components of Word Screen 5.3 Creating a new Word Document 5.4 Opening an existing Word Document 5.5 Editing text in the Word Document 5.5.1 Typing text. 5.5.2 Selecting the text 5.5.3 Copy, Cut and Paste the text 5.5.4 Deleting text 5.6 Saving the Document	12
Minimum level of learning			
<p>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.</p>			

<u>Quarter – October to December</u>			
SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
6	<u>FORMATTING WORD DOCUMENT</u>	6.1 Formatting Text 6.1.1 Font size, style, color, sub/super script. 6.1.2 Bold, Italic, underline, background color. 6.1.3 Numbering and Bullets. 6.1.4 Alignment 6.1.5 Change Case 6.1.6 Inserting the special characters and symbols. 6.2 Insert Menu 6.2.1 Word Art 6.2.2 Page Break 6.2.3 Images 6.2.4 Clip Art 6.2.5 Shapes 6.2.6 Text Box 6.2.7 Page Number 6.2.8 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.			
<u>Quarter – January to March</u>			
7	<u>INTERNET</u>	7.1 Introduction 7.2 Need of Internet 7.3 Requirements for an Internet Connection. 7.4 Steps to open Web Browser 7.5 Search Engines 7.6 Finding / Downloading / Saving Images	12
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.			