

Monthly Syllabus

| | Chapters |
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| | First Semester |
| April to june | Chapter –1. Introduction to computer Chapter-2 Information Processing & computer Application |
| July to August | Chapter -3 Introduction to windows7 Chapter -4 the World of Windows7 Chapter -5 Basics of Windows |
| September | (SA 1) |
| | Second Semester |
| Oct-nov | Chapter – 6. Word 2010 Chapter – 7. Working with word documents |
| Dec-feb | Chapter – 8. Formatting Pictures in a word document Chapter – 9. Getting started with ms power point Chapter – 10. Adding graphics & organization chart in power point Chapter – 11. Internet/Email(just for learning) |
| March | (SA 2) |