

# Monthly Syllabus

	<b>Chapters</b>
	<b>First Semester</b>
April-Jun	Chapter – 1. Formatting and Editing Chapter – 3. Computer and Its Application
July	Chapter – 2 Online and Secure
Aug – Sept	Chapter – 4. Advanced Features of Excel Chapter – 5. Working with Charts
September	<b>(SA 1)</b>
	<b>Second Semester</b>
Oct – Nov.	Chapter – 6. Introduction to HTML Chapter – 7. Formatting Data in HTML
Dec. – Feb	Chapter – 8. HTML – II Chapter – 9. HTML – III Chapter – 10. Inserting Objects in HTML Chapter – 13. Creating the future with Computers
March	<b>(SA 2)</b>