

ST. MICHAEL'S SCHOOL, MURI

SYLLABUS CUM HOME ASSIGNMENT 2020-21 FOR

CLASS – IX (Computer)

SYLLABUS DETAILS :-

PERIODIC TEST – I

1. Fundamentals of computer:-

(Introduction to Computers, Parts of a Computer System ,Computer Fundamentals, Types of Computers, Using a Computer, Computer Operating Systems, Performing Basic File Operations, The Internet, The World Wide Web, Digital Technology and Media Devices, Computer Security and Privacy)

2. Mastering Typing:-

(Getting Started with Touch Typing, User Experience, Begin Lessons, Viewing Statistics, Working with Lesson Editor)

PERIODIC TEST – II

1. Word Processing:-

(Getting Started with a Word Processor, Edit and Save a Document, Identify Elements of User Interface, Format a Document – Bold, Italics and Underline, Check Spelling, Checking Grammar and Using Thesaurus, Copy - Paste and Cut - Paste, Find and Replace Text, Create List of Items Using Bullets and Numbering, Format Font Style, Aligning the Text, Views of a Document, Print a Document, Create a Table, Format a Table, Convert Text to Table and Table to Text, Add Borders to Pages, Paragraphs and Text, Add Shadings to Pages, Paragraphs and Text, Preview a Document, Adjust its Margins and Orientation, Align Text Using Tabs)

HOME ASSIGNMENT :-

PERIODIC TEST -1 & 2:

All the exercises to be completed.