

COMPUTER SCIENCE SYLLABUS (2013 – 2014)

Month	Topics to be covered	Chapters
April	Windows 7- Features of Windows 7, Using Desktop, Windows Explorer, Viewing Contents of a File/Folder, Copying, Moving, Deleting and Restoring a File/Folder, Finding a File and a Folder, Customizing the Desktop, Desktop Gadgets.	3
May	More on MS Word 2007- Copy Formatting to Another Selection, Applying Superscript and Subscript Effect, Finding and Replacing the text. Page Formatting, Printing a Document. M.C.Q. from Ch. 3 Chapter 12, i.e., Internet and E-mail – Searching Information on a Topic	4,12
July	Working with Styles and Objects- Applying Built-In Styles, Creating a New Style, Inserting WordArt, Creating a Textbox, Working with Shapes, Placing Text in Shapes, Using Drawing Tools, Inserting ClipArt, Symbols and Special Characters and Applying Shadow.	5
August	Working with Tables – Creating a Table, Entering data, Modifying a Table, Inserting and Deleting Columns/Rows in a Table, Formatting a Table, Changing Column Width, Splitting or Merging cells, Applying Borders and Shading, Resizing Tables, Calculations in a Table, Updating the Total.	6
September	Revision of syllabus from April to August	4,5,6 and p118 and 119
October	Software and its Types- What is Software, System software, Application Software, Graphics, Multimedia and Presentation Software.	2
November	MS PowerPoint 2007- Starting MS PowerPoint, Creating a New Presentation, Built-in Templates, Using Themes and Inserting Smart Art, Viewing a Presentation. M.C.Q. from Ch. 2	7
December	Slide Organization in PowerPoint- Changing the Slide Layout, Editing and Deleting Text Objects, Moving and Copying Objects, Inserting Textbox, Rearranging a slides in an Outline Tab and Slide Sorter View, Inserting ClipArt, Working with WordArt, Inserting Shapes, Rotating / /Resizing a Picture, Shape, Text or Object, Using Shadow Effects.	8
January	Formatting a Presentation- Working with Slide Master, Creating a New Custom Layout, Changing Color Scheme, Background Color, Using fill effects, Applying Formatting Effects, Applying Indents and Working with Slide Outline. Chapter 1 -Overview of Evolution of Computers	9,1
February	Revision of syllabus from October to January	7,8and 9