

**BAGARIA BAL VIDYA NIKITAN**

**LAXMANGARH-SIKAR**

**SYLLABUS & LESSON PLANNER-2023-24**

<b>Class:-</b>	<b>1</b>
<b>Subject:-</b>	<b>Computer</b>
<b>Teacher Name:-</b>	<b>Ms Suman Jangir</b>

**SYLLABUS**

Ch.No	NAME OF BOOKS	Name of Chapter	working day	Period	Topic	Month	Week
1		1. Evolution of Computer	22	12	1. Abacus	April	2 weeks
					2. Difference Engine		written
					3. Analytical Engine		1 week
					4. Generations of Computers		practical
2	Smartbyte	2. Personalizing Windows 10 Environment	11	8	1. Features of Windows 10	May	2Week
					2. Using desktop		written
					3. Universal Apps of Windows 10		
					4. Displaying Multiple Windows at Time		
						June	1 week
2	Smartbyte	2. Personalizing Windows 10 Environment	13	8	1. Exploring Pictures		written
					2. Start Menu		1 week
							practical
3	Smartbyte	3. More on Tux paint	25	12	1. Tux paint Window	July	2 weeks
					2. Creating a Storyboard		written
					3. Slide Show		1 week
					4. Quitting Tux paint		practical

4	Smartbyte	4. Working with Tables in Word	26	16	1. Creating a table	August	2 weeks
					2. Modifying a Table		written
					3 Formatting a Table		2 weeks
					4. Calculation in a Table		practical
5	Smartbyte	5. Mail Merge	24	16	1. What is Mail Merge?	September	2 weeks
					2. Mail Merge process		written
					3. Mail Merge Wizard		2 weeks
							practical
1 to 4	Smartbyte	Revision	9	4	Revision	October	1 week
							written
6	Smartbyte	6. More on PowerPoint	22	12	1 Adding an image	November	2 weeks
					2. Creating photo album		written
					3. Screen Recording		2 weeks
					4. Slide Show		practical
7 & 8	Smartbyte	7. Programming in scratch 8. Introduction to Excel	24	12	1. Event Blocks	December	2 weeks
					2. Sensing Blocks		written
					3. Operating blocks		1 week
					4. Starting Excel		practical
					5. Entering Data		
8 & 9	Smartbyte	8. Introduction to Excel. 9. E-mail	24	12	1. Creating a Workbook	January	2 weeks
					2. Exiting from Excel		written
					3. The Internet		1 week

					4. Creating an Email account		practical
5 to 9	Smartbyte		25	16	Revision	February	4 weeks