

BAGARIA BAL VIDYA NIKETAN**LAXMANGARH-SIKAR****SYLLABUS & LESSON PLANNER-2023-24**

Class:-	III
Subject:-	Computer
Teacher Name	Ms Suman Jangir

SYLLABUS

Ch.No	NAME OF BOOKS	Name of Chapter	working day	Period	Topic	Month	Week
1	Adroit	1. Computer System	23	9	1. Hardware	April	1,2,3,4
					2. IPO (Input - Processing - Output) Cycle		
					3. Basic Functions of a Computer		
					4. Data & Control Flow		
					5. Software		
2	Adroit	2. GUI Operating system -Window 10	13	6	1. Introduction to Operating system	May	1,2
					2. UserInterface		
					3. Windows 10		
					4. Desktop and its Components		
2	Adroit	2. GUI Operating system -Window 10	11	5	5. Basic Operations on the Desktop	June	1,2
					6. Changing the Desktop Background		
					7. Changing the Screen Saver		
					8. Changing the Power Modes		
3	Adroit	3. Introduction to Wordpad	26	12	1. Starting Wordpad	July	1,2,3,4
					2. Parts Wordpad window		
					3. Creating a New Document		
					4. Saving a Document		
					5. Closing Wordpad		
4	Adroit	4. MS Word - An Introduction	24	9	1. Features of Word	August	1,2,3,4
					2. Starting Word		
					3. Components of Word Window		

					4. Creating a New Word Window		
					5. Entering Text in a Document		
4	Adroit	4. MS Word - An Introduction	23	9	6. Saving a Word Document	September	1,2,3,4
					7. Closing a Word Document		
					8. Opening an Existing Document		
					9. Exiting Word		
					REVISION		
syllabus break due to exam period and holidays in the month of October							
5	Adroit	5. Internet- An Introduction	23	9	1. What is Internet?	November	1,2,3,4
					2. Uses of Internet		
					3. Basic Terms Related to the Internet		
					4. Advantages of Internet		
					5. How to safe Online?		
6	Adroit	6. Fun with Paint	23	9	11. The Tool Group	December	1,2,3,4
					2. Callouts		
					3. Undo and Redo		
					4. Zooming In and Zooming out of an Image		
					5. Saving Files in Different Formats		
7	Adroit	7. File Organisation	27	12	1. Files and Folders	January	1,2,3,4
					2. File Explorer		
					3. Working with Files and Folders		
					4. Creating Shortcuts		
		Revision	23	9		February	1,2,3
TERM-II						March	1,2,3,4