

BAGARIA BAL VIDYA NIKETAN**LAXMANGARH-SIKAR****SYLLABUS & LESSON PLANNER-2025-26**

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	12	1. Hardware	April	1
					2. IPO (Input - Processing - Output) Cycle		2
					3. Basic Functions of a Computer		3
					4. Data & Control Flow		4
					5. Software		
2	Adroit	2. GUI Operating system - Window 10	13	7	1. Introduction to Operating system	May	1
					2. UserInterface		2
					3. Windows 10		
					4. Desktop and its Components		
2	Adroit	2. GUI Operating system - Window 10	11	6	5. Basic Operations on the Desktop	June	1
					6. Changing the Desktop Background		2
					7. Changing the Screen Saver		
					8. Changing the Power Modes		
3	Adroit	3. Introduction to Wordpad	27	14	1. Starting Wordpad	July	1
					2. Parts Wordpad window		2
					3. Creating a New Document		3
					4. Saving a Document		4
					5. Closing Wordpad		

4	Adroit	4. MS Word - An Introduction	24	12	1. Features of Word	August	1	
					2. Starting Word		2	
					3. Components of Word Window			
					4. Creating a New Word Window			
					5. Entering Text in a Document			
4	Adroit	4. MS Word - An Introduction	22	11	6. Saving a Word Document	September	1	
					7. Closing a Word Document		2	
					8. Opening an Existing Document			
					9. Exiting Word			
					Revision			4
TERM-I								
5	Adroit	5. Internet- An Introduction	24	12	1. What is Internet?	November	1	
					2. Uses of Internet			
					3. Basic Terms Related to the Internet			
					4. Advantages of Internet			
					5. How to safe Online?		2	
1. The Tool Group	December	3						
2. Callouts		4						
6		Adroit	6. Fun with Paint	21	11	3. Undo and Redo	December	1
						4. Zooming In and Zooming out of an Image		2
						5. Saving Files in Different Formats		3
	1. Files and Folders					January		4
	2. File Explorer							1
3. Working with Files and Folders	2							
4. Creating Shortcuts	3							
7	Adroit	7. File Organisation	26	13		January	4	
		Revision	24	12		February	1,2,3,4	
Term-II								