



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन
DELHI REGION

COMPUTER LITERACY SYLLABUS

CLASS 3				
Quarter - APRIL to JUNE				
Sl.No.	Units	Contents		No. of Periods
1	COMPUTER BASICS	1.1	Introduction to Computer	6
		1.2	Starting and Shut Down the computer	
		1.3	Parts of Computer and their functionality, Identifying the keys of keyboard.	
		1.4	Precautions to be taken while working on computer.	
		1.5	Do's and Don'ts while working in computer lab.	
		1.6	Features of the Computer	
		1.7	Comparison of Human Being with Computer.	
			1.7.1 Strengths of Computer	
			1.7.2 Limitations of Computer	
			1.8 Applications of computer.	
2	PAINT BRUSH	2.1	Introduction	8
		2.2	How to start Paint brush	
		2.3	Home Tab	
		2.4	Starting a new drawing.	
		2.5	Tool Box	
		2.10	Exiting Paint	

Minimum level of learning

- **Student should be able to identify basic components of computers.**
- **Should know the rules of Computer Laboratory.**
- **Should be able to identify tools of Paint Brush.**
- **Should be able to draw basic figures.**

Quarter - July to September				
2	PAINT BRUSH	2.6	View Tab Menu	8
		2.7	Saving a drawing	
		2.8	Printing an existing drawing	
		2.9	Opening an existing drawing	
3	DESKTOP AND COMPUTER PERIPHERALS	3.1	Desktop and its components.	6
			➤ Identify Icons on Desktop	
			➤ Start Button and Taskbar	
			➤ My Computer	
			➤ Recycle bin	
		3.2	Input and Output Devices	
			➤ Keyboard, Mouse, Monitor, printer and speaker	
3.3	What is Memory?			
3.4	CPU, UPS			
3.5	Turning off a computer			

4	WORD PROCESSOR	4.1	Introduction to word processor	8
		4.2	Starting MS-WORD	
		4.3	Components of MS-WORD Window	
		4.4	Creating a document	
		4.5	Opening an existing document	
		4.6	Saving a document	
		4.7	Editing a document	
			4.7.1 Selecting the text	
			4.7.2 Deleting the text	
			4.7.3 CUT,COPY and PASTE the text	

Minimum level of learning

- Student should be able to explore the windows.
- Should be able recognize and work on basic computer parts.
- Should be able to edit the contents in word file.
- Should be able to open, create and save word file.

Quarter - October to December				
5	WORD PROCESSOR	4.8	Formatting Text	8
			➤ Font size, style and colour	
			➤ Bold, Italic and underline	
			➤ Alignment –LEFT,CENTER and RIGHT	
			➤ Numbering and Bullets.	
			➤ Change Case	
			➤ Insert special symbol	
			➤ Superscript and Subscript	
		4.9	Printing a document	
		4.10	Exiting MS WORD	
6	INTERNET	5.1	What is internet?	4
		5.2	Need of Internet	
		5.3	Various terms related to internet	
			➤ Steps to open web browser	
		5.4	Search Engines	

Minimum level of learning

- Student should be able to format the text.
- Student should be able to insert pictures from clip art and pictures stored in computer.
- Student should be able to insert page number, date and time.
- Student should be able format heading using word art.
- Student should be able to draw shapes.
- Student should be able to open the Google.
- Should be able to download and save image

- Should be able to search the images and text.
- Should be able to download and save image

Quarter - January to March				
7	SCRATCH	6.1	Scratch Introduction	12
		6.2	How to open Scratch	
		6.3	Scratch Desktop Components	
		6.4	Using Blocks in Scratch	
		6.4.1	Moving 10 Steps	
		6.4.2	Moving 20 or more steps	
		6.4.3	Move backward	
		6.4.4	Turn right 15 ⁰ degrees	
		6.4.5	Turn left 15 ⁰ degrees	
		6.4.6	Placing the sprite	
		6.4.7	Changing the sprite	

Minimum level of learning

- Students should be able to open scratch and understand different Scratch components.
- Students should be able to move and turn using blocks in scratch.

CLASS 4				
Quarter - APRIL to JUNE				
Sl.No.	Units	Contents		No. Of Periods
1	COMPUTER CLASSIFICATION	1.1	Classification of Computer	2
2	EXPLORING WINDOWS	2.1	Windows Explorer	6
		2.2	Components of Windows Explorer	
		2.3	Panes of the Windows Explorer	
		2.4	Working with folder in left pane	
		2.5	Managing files and folders	
		2.6	Modes of View	
		2.7	File naming convention	
		2.8	Searching Files	
		2.9	Creating Shortcuts	
		2.10	Properties of Desktop	
3	MS-WORD	3.1	Creating a new file(Document)	6
		3.2	Saving a current file	
		3.3	Opening an existing file	
		3.4	Insert Menu	
		3.5	3.5.1 Word Art	
			3.5.2 Page Break	
			3.5.3 Images	
			Clip Art	
			• Shapes	
			• Text Box	
			• Page Number	
			• Date and Time	
		3.6	Printing a file	
3.6	Exiting MS WORD			

Minimum level of learning

- Student should know the various inventions in computers.
- Student should know the difference between save and save as option.
- Student should be able to open the existing file.
- Should be able to work on different views.
- Student should be able create/rename/delete/move a folder and making its shortcut on desktop.
- Student should be able to search a particular file and folder in computer.

Quarter - July to September				
4	POWER POINT PRESENTATION	4.1	Creating presentation using MS PowerPoint	22
		4.2	MS PowerPoint basics	
		4.3	Components of MS PowerPoint Window	
		4.4	Creating Presentation	
		4.5	Changing the layout of slide	
		4.6	Open an existing file	
		4.7	Saving File	
		4.8	Closing a presentation	
		4.9	Run a presentation	
		4.10	Formatting a Presentation	
			<ul style="list-style-type: none"> Changing font style, size and colour 	
			<ul style="list-style-type: none"> Formatting Paragraphs 	
			<ul style="list-style-type: none"> Changing text alignment 	
			<ul style="list-style-type: none"> Creating bulleted/Numbered list 	
		4.11	Insert Menu / Inserting	
	<ul style="list-style-type: none"> Images, clip art, screen shot, shapes and smartArt 			
	<ul style="list-style-type: none"> Chart, Text box, Word Art, Date and Time, Slide No, Symbols 			
	<ul style="list-style-type: none"> Moving and resizing image 			
4.12	SLIDE SHOW From beginning and current slide			

Minimum level of learning

- Student should be able to format the presentation.
- Student should be able to insert various objects in the PowerPoint slide.
- Student should be able to run the PowerPoint slides.

Quarter - October to December				
5	MS EXCEL	5.1	Introduction to spreadsheet	12
		5.2	What is MS Excel?	
		5.3	Starting MS Excel	
		5.4	Worksheet and its components?	
		5.5	Types of data in Excel	
		5.6	Entering data	
		5.7	Opening a new workbook	
		5.8	Saving a workbook	
		5.9	Open an existing workbook	
		5.10	Closing a workbook	
		5.11	Printing the worksheet	
		5.12	Fill cells automatically and auto sum	

Minimum level of learning

- Student should be able to create a file in Excel.

- Student should be able to identify components of Excel Screen.
- Student should be able to make a mark sheet in spreadsheet.

Quarter - January to March				
6	WINDOWS ACCESSORIES	6.1	Introduction	2
		6.2	Calculator	
		6.3	Onscreen Keyboard	
		6.4	Magnifier	
		6.5	Games	
		6.6	Virus & Anti-Virus	
7	SCRATCH	7.1	Scope of Scratch	10
		7.2	Writing code in Scratch	
		7.2.1	Move sprite forward or backward with Flag—Motion Block	
		7.2.2	Turn sprite left or right—Motion Block	
		7.2.3	Saying messages and thinking —Looks block	
		7.2.4	Changing costumes—Looks block	
		7.2.5	Changing size and colours—Looks block	
		7.2.6	Changing Background—Looks Block	
7.2.7	Playing with sounds—sound block			

Minimum level of learning

- Student should be able to use calculator, onscreen keyboard and magnifier.
- Student should be able to understand the utility of Anti-Virus and its functionality.
- Student should be able to forward and backward motion blocks in scratch.
- Student should be able to understand changing size. Colour, background and sound blocks in scratch.

CLASS 5

Quarter - APRIL to JUNE

Sl.No.	Units	Contents		No. of Periods
1	TABLE CREATION IN WORD	1.1	Introduction to table	8
		1.2	Inserting and Deleting Row and Column	
			1.1.1 Selecting of rows and columns	
			1.1.2 Inserting row and column	
			1.2.3 Deleting rows and column	
		1.3	Merging Cells	
		1.4	Add table borders	
		1.5	Filling colour in cell	
		1.6	Cell alignment	
2	MORE IN WORD	2.1	Manipulating Paragraph	6
			2.1.1 Selecting the paragraph 2.1.2 Moving a paragraph	
		2.2	Change or set page margins	
		2.3	Page size	
		2.4	Page orientation	
		2.5	Page border	
		2.6	Indent paragraphs	
			2.6.1 Left Indentation	
			2.6.2 Right Indentation	
			2.6.3 First Line Indentation	
			2.6.4 Hanging Indentation	
			2.6.5 Set indentation using ruler	
		2.7	Wrap text around a picture or drawing object	

Minimum level of learning

- Student should be able to create a time table of their class in word.
- Student should be able to create a greeting card using page borders and other options.

Quarter - July to September

3	WORKING WITH EXCEL	3.1	Introduction	10
		3.2	Insert a new worksheet	
		3.3	Delete a worksheet	
		3.4	Name or rename a worksheet	
		3.5	Copying/Moving a worksheet	
		3.6	Formatting the worksheet structure	
		3.7	Resize rows and columns	
		3.8	Find and replace	
4	SCRATCH	4.1	Algorithms	12
		4.2	Flowcharts	
			4.2.1 More operations in Scratch:-	

		4.2.2 If.. else and looping controls	
		4.2.3 Adding Extension pen and working with it.	
		4.2.4 Go and Glide—Motion Block	
		4.2.5 Pointing in direction—Motion Block	
		4.2.6 Changing x and y— Motion block	
		4.2.7 Show and hide—Looks block	
		4.2.8 Receive and Broadcast messages—Event Block	
		4.2. Cloning of sprite—control block	
	4.3	Projects —in Scratch	

Minimum level of learning

- Student should be able to create a sheet with his/her own name.
- Student should be able to understand the concept of flowchart and algorithm.
- Students should be able to use if statement in scratch.
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Quarter - October to December

5	MAKING A POWERFUL PRESENTATION	5.1	Introduction	12
		5.2	Slide Design Layout	
		5.3	Theme	
		5.4	Transition	
		5.5	Animation	
			5.5.1Steps to add animation	
			5.5.2Modify the effect	
			5.5.3 Set the time in animation	
		5.6	Printing	

Minimum level of learning

- Student should be able to select a perfect design for his/her power point file based on project given by different subject teachers.
- Student should be able to apply different animation effects on different objects used in slides

Quarter - January to March

6	INTERNET	6.1	Introduction to internet	12
		6.2	Web browser	
		6.3	Website`	
		6.4	Search Engines	
		6.5	Exploring the different websites	
		6.6	DO's and DON'TS of computer Lab	
		6.7	Online Learning	

Minimum level of learning

- Student should be able to open various educational websites and can copy a paragraph in their PowerPoint presentation.

CLASS 6				
Quarter - APRIL to JUNE				
Sl.No.	Units	Contents		No. Of Periods
1	Fundamental of Computer	1.1	History of computer	4
		1.2	What is computer generation?	
		1.3	Basic components of computer systems	
		1.4	Input/output Device	
		1.5	Computer Language	
		1.6	Memory representation	
		1.7	Output Devices	
2	Word Processing (MS Word)	2.1	Header and footer	8
		2.2	Formatting of the text	
		2.3	Mailing tab	
		2.4	Envelop and label	
		2.4	View Menu	
			<ul style="list-style-type: none"> Layouts, Zoom, Ruler, Scroll Bar 	

Minimum level of learning

- Child should be able to identify basic components of computers and Input/output devices
- Should be able to open, create and format a word file
- Should be able to understand the concept of mail merge

Quarter - July to September				
3	Spread Sheet (MS Excel)	3.1	Introduction to chart	12
		3.2	Various chart types	
		3.3	Steps to create chart	
		3.4	Cell reference in MS Excel	
		3.5	Filtering data in MS Excel	
		3.6	Functions in MS Excel	
		3.7	Conditional Formulas	
		3.8	Conditional Formatting	
		3.9	Protection in Excel	
4	Advanced PowerPoint	4.1	Insert different objects in PowerPoint	10
			4.1.1 Insert images	
			4.1.2 Insert word art	
			4.1.3 Insert audio clip	
			4.1.4 Insert video clip	
		4.2	Animation	
		4.3	Custom animation with text	
		4.4	Slide Show	
	4.5	Showing presentation using projection		

Minimum level of learning

- Child should be able to understand the use of excel
- Should be able to open, create an excel file and can do calculation using formulas

- **Should be able to understand the concept of animation, slide show and projection.**

Quarter - October to December				
5	Scratch	5.1	Offline-installation of Scratch	12
		5.2	Advanced Scratch:-	
			5.2.1 Adding extension Music and play different instruments sounds:-	
			5.2.2 Touching and touching operations—Sense Block	
			Different operations in	
			5.2.3 Arithmetic operators—operation Block	
			5.2.4 Relational Operators— operation block	
			5.2.5 Logical Operators— operation block	
			5.2.6 More operations— operation Block	
			5.2.7 Make Variables and changing their values— variable block	
			5.2.8 Creating Blocks—variable block	
			5.3	

Minimum level of learning

- **Student should be able to install scratch offline.**
- **Students should be able to add music and play different sounds.**
- **Students should be able to use different operations in scratch.**

Quarter - January to March				
6	Use of Internet	6.1	Overview of internet	12
			6.1.1 Introduction	
			6.1.2 History of internet	
			6.1.3 application of internet	
		6.2	Intranet	
			6.2.1 Introduction	
			6.2.2 Application of internet	
		6.3	Different types of web sites	
			6.3.1 Opening a websites	
			6.3.2 Types of websites	
		6.4	Web browser	
		6.5	Advantages and disadvantages of social networking	
		6.6	Networking and Networks	

Minimum level of learning

- **Child should be able to access the web page, can identify various browsers can effectively search a topic on the internet**
- **Child can ensure his/her security over the net can open an email account and operate it.**

CLASS 7

Quarter - APRIL to JUNE

Sl.No	Units	Contents		No. Of Periods
1	Computer Security	1.1	Threats to computer	4
		1.2	Virus and its types	
		1.3	Anti-Virus software and examples	
		1.4	Firewall and its use	
		1.5	Cyber Crime and Computer Ethics	
		1.6	Hackers and crackers	
		1.7	Cyber law and importance	
		1.8	Backup and Restore	
		1.9	Preventing Virus attacks on your computer.	
2	HTML	2.1	Introduction	10
		2.2	Advantages of html	
		2.3	How do you use html markup?	
		2.4	Html document layout	
		2.5	Types of tags	
		2.6	The <body> tag and its attributes	
		2.7	 tag	
		2.8	Text alignment	
		2.9	Paragraph formatting tags	
		2.10	HTML Tag	
		2.11	Anchor Tag	

Minimum level of learning

- Child should be able to secure his/her computer from various threats.
- Can tell what cyber-crime is and understand the importance of cyber law.
- Child should be able to create simple web-pages.

Quarter - July to September				
3	App Inventor	3.1	Introduction to app inventor	22
		3.2	Requirements	
		3.3	Different ways to connect	
		3.3	Steps to install emulator	
		3.5	App inventor ide	
		3.6	Testing the program	
		3.7	PACKAGING AN APP or SAVING PROJECT	
		3.8	Create app. "hellocodi" using button, sound and arranging blocks	
		3.9	Create app "Talk to me"	

Minimum level of learning

- Child will learn about the use of App Inventor and how to install it.
- Child should be able to create simple app using buttons, sound and arranging blocks.
- Child should be able to create an app using Text to Speech.

Quarter - October to December				
4	INTRODUNCTI ON OF GIMP	4.1	INTRODUCTION TO GIMP.	12
		4.2	Features of GIMP	
		4.3	How to download GIMP from net	
		4.4	File Formats Supported in GIMP	
		4.5	Menus of Gimp window	
		4.6	Editing the Images	
		4.7	How to make a logo	

Quarter - January to March				
5	MORE ABOUT GIMP	5.1	Making a circle shaped image	12
		5.2	Layer Masks	
		5.3	Selective colouring	
		5.5	Luminosity masks	

Minimum level of learning

Child should be able to understand the use of GIMP.

Child should be able to edit/crop an image

Child should be able to make a logo.

CLASS 8

Quarter - APRIL to JUNE				
Sl.No.	Units	Contents		No. Of Periods
1	ADVANCE HTML	1.1	HTML LISTS	4
			Ordered list, un-ordered list	
		1.2	HTML TABLES	
			<ul style="list-style-type: none"> • TD / TR / TH tags • Attributes – Height / width/ colspan / rowspan 	
2	ADVANCE APP INVENOR	2.1	Review of class 7	10
		2.2	Events and event handler	
		2.3	Introduction to components in palette:	
			User interface, Layout, Media, Drawing and animation components Map and Sensor components	
		2.4	Create app “ball bounce”	

Minimum level of learning

- Child should know about different components in palette.
- Child should learn about how to arrange components in viewer and set its properties.
- Child should learn about animation in App Inventor by making a Ball (a sprite) bounce around on the screen (on a Canvas).

Quarter - July to September				
3	ADVANCE GIMP	3.1	Review of GIMP Covered in Class VII	22
		3.2	Digital B&W Conversion	
		3.3	Tone Mapping with ‘Colours/Exposure’	
		3.4	Focus Group	
		3.5	Changing background colour	
		3.6	Red Eye Removal	
		3.7	Sepia Toning	
		3.8	Simple Animations	

Minimum level of learning

Practical exercises to be given to students so that they can learn the specified tool
Child should be able to remove red eye, change background and create simple animations.

Quarter - October to December				
4	E - COMMERCE	4.1	EDI (Electronic Data Interchange)	12
		4.2	What is E Greeting?	
		4.3	Influence on user?	
		4.4	What factor one should keep in mind while doing E-Commerce?	
		4.5	Websites Example	
		4.6	EDI (Electronic Data Interchange)	

Minimum level of learning

Student should be able to understand the e-commerce and its various websites

Quarter - January to March				
5	Chatting and Downloading /Uploading	5.1	Chatting	12
		5.2	Downloading/Uploading	
		5.3	Audio/Video Conferencing	

Minimum level of learning

Child should know how to download/upload and use of video/audio conferencing.