

## Monthly Calendar Activity

### April/May

Class	Activity
6 <sup>th</sup>	A. Starting computer B. Desktop, Icon, Parts of window C. Different applications D. Shutting down computer
7 <sup>th</sup>	A. Typing in English, Typing in Punjabi (Anmol Lipi) B. Window Explorer, Files/Folders, Calculator C. Customizing Desktop.
8 <sup>th</sup>	A. Tables and Mail merge in Ms word, Browsing and Searching on Google
9 <sup>th</sup>	A. Formatting in Ms Excel, Formula and Function B. Sorting, Filter, Charts, Pivot Table, Data tools, Macros
10 <sup>th</sup>	A. Browsing and Searching, Sending/Receiving E mail B. How to find result and Downloading syllabus on <a href="http://www.pseb.ac.in">www.pseb.ac.in</a> , Formatting in Ms Excel, Formula and Function, Sorting, Filter, Macros
11 <sup>th</sup>	Browsing and Searching, Sending/Receiving E mail, How to find result, Downloading syllabus from <a href="http://www.pseb.ac.in">www.pseb.ac.in</a> , Opening/ Closing C Editor
12 <sup>th</sup>	Opening/ Closing C Editor, Creating program in C, Execution of program

### July/ August

Class	Activity
6 <sup>th</sup>	A. Creating images/shapes in Ms Paint
7 <sup>th</sup>	A. Transfer data to CD and USB B. Create document with Formatting( E.g: My self, leave application)
8 <sup>th</sup>	A. Browsing, Searching on Google B. How to find result on <a href="http://www.pseb.ac.in">www.pseb.ac.in</a> C. Downloading syllabus from <a href="http://www.pseb.ac.in">www.pseb.ac.in</a> D. Online shopping of books,
9 <sup>th</sup>	A. Creating power point presentation on Networking
10 <sup>th</sup>	A. Design a web page by using basic tags.
11 <sup>th</sup>	A. Write a basic program in C by using the basic input/output function (printf(), scanf()) B. Make a program in C using operators (arithmetic, relational, Logical)
12 <sup>th</sup>	A. Write a a program in C using string functions and use user defined functions

## October/ November

Class	Activity
6 <sup>th</sup>	A. Identification of Hardware Components B. Identification of Software using Icons. C. Identification of Input Devices.
7 <sup>th</sup>	A. Create document and formatting using Objects. B. Printing of Document.
8 <sup>th</sup>	A. Creating Power point Presentations.
9 <sup>th</sup>	A. How to start MS-Access B. Create a table in MS-Access having fields Roll No, Name, Marks, C. Create a form/Report in MS-Access having fields Roll No, Name, Marks.
10 <sup>th</sup>	A. Create a table by using tags. B. Create a school time table by using HTML table tags. C. Linking in HTML ( Anchor Tag). D. Create an offline website showing the linking of two web pages.
11 <sup>th</sup>	A. Control flow statements (e.g.:WAP to input age and find out person can vote or not.) B. Loops in control flow statements(e.g.:WAP to print 1 to 10 using loop)
12 <sup>th</sup>	A. Opening and using various options (Animation Effects, add pictures, add sound etc e.g: Create an album of various parts of computer (Monitor, Keyboard, Mouse, etc.)

## December/January

Class	Activity
6 <sup>th</sup>	A. Identification of Output Devices. B. Creating/Saving Document in Word Processor.
7 <sup>th</sup>	A. Opening DOS Prompt and Using different Commands.
8 <sup>th</sup>	A. Creating Data Series/Range in Ms Excel. B. Create a Power Point Presentation on Memory Units and Generation of Computers.
9 <sup>th</sup>	A. Using Google Apps with the help of email id. B. Finding a geographical location using Google map. C. Find result and Downloading syllabus on <a href="http://www.pseb.ac.in">www.pseb.ac.in</a> ,
10 <sup>th</sup>	A. Open and use Publisher 1. Make a banner/Postcard/Newsletter/Envelope on "My School"
11 <sup>th</sup>	A. How to use arrays in C Language (e.g: WAP in C to declare and input an array of five elements and display it.)
12 <sup>th</sup>	A. Booking Online Tickets (Railway etc.)