

GAIL DAV PUBLIC SCHOOL

SUBJECT -- COMPUTER

Syllabus break up for Class III 2016-17

TERM –I

April/may

Lesson-1 Meet my virtual Buddy

Explanation- Parts of computer

Functions of mouse

How to switch on the computer

Practical- Draw scenery

JULY

Lesson-2 Know more about my Buddy

Explanation- Characteristics of a computer

Uses of computer in various fields

Practical- Make Rakhi Card

Assessment- Oral Exam (lesson-1) **marks -25**

AUGUST

Lesson-3 Operating System

Explanation- What is O.S?

Components of the desktop

Opening various programs

How to turn off computer

Practical- Make a teacher's day card

Assessment- Through practical (Draw a national Flag and colour it) **marks -25**

TERM-II

SEPTEMBER

Lesson-4 keys of the keyboard

Explanation- Types of keys
Functions of different keys

Practical- Draw a dusshera card

Assessment- Written Exam (Lesson 2&3) **marks -20**

OCTOBER

Lesson-5 Fun with Paint

Explanation- How to open the programme (Paint)
Components of Paint window
Explaining the tool box
How to use different tools
How to save a file
How to open a saved file or drawing & How to Exit

Practical- Make a Diwali Card

Assessment- Oral Exam (Lesson-4) **marks -10**

NOVEMBER

Lesson-6 More about Paint

Explanation- Explaining the Menu Bar
Shortcut Keys

Practical- draw shapes and write inside them

Assessment- through Practical (Draw shapes given in book). **Marks-20**

TERM III

DECEMBER

Lesson-7 WordPad

Explanation- How to start WordPad
Components of WordPad window
Creating and editing a document
Formatting the Text
How to Save, Open and Exit a document.

Practical- Make a Christmas card

Assessment- Written Exam Lesson 5&6 **marks -25**

JANUARY

Abbreviations used in computer

Practical- how to write in word pad

Assessment- Oral exam of Lesson-7 **marks -25**