

कक्षा :- दसवीं
विषय :-कम्प्यूटर साईंस

मास	पुस्तक का नाम	विषय वस्तु	शिक्षण के पीरियड	दोहराई के पीरियड	प्रयोगात्मक कार्य
April					
May					
June					
July	L-1 MS- Word	Revision of IX class Inserting Header and footer, Paragraph Formatting, Line spacing, Ruler Bar, Drawing toolbar. Inserting tables, Inserting Images, Border & Shading, Mail Merge, Page-setup, Print-Preview, Print	12	10	2
August	L-2 MS- Excel	Revision of IX class Introduction to Worksheet, workbook, cell, cell address, cell-range, cell-referencing and its types.	10	10	4
September	L-2 MS- Excel	Function (SUM(), AVG(), MIN(), MAX(), COUNT()) Grid-Lines, Print Preview, Print	8	4	3
October	L-3 MS- Power- Point	Revision of IX class Creating slides, Clip-Art, Symbols, effects, Customs, Timing, sound-effects, cut, copy, paste, slide show	10	8	7
November		Computer Fundamentals Introduction of computer system, Input & output devices, Hardware & Software, Component of computer system,generations, primary Memory, Secondary Memory, types of computer	10	8	7
December		<u>Introduction to MS- Windows</u> Introduction to Windows- 07, Desktop Icons, Display properties, creating files/folders, renaming files/folders, deleting files/folders introduction to window accessories, searching files & folders	8	8	6

January		<u>Introduction to MS-Access</u> Introduction to data base concept, Data entering, editing, viewing, Primary key, Foreign key, creating tables using design view, updating records	8	7	7
February		<u>Software-Engineering</u> Introduction to software Eng, stages in SDLC, survey, investigation and fact recording, implementation, testing, Black & White box testing.	10	10	4
March		Exam			