

कक्षा :- दसवीं
विषय :-कम्प्यूटर साईंस

मास	पुस्तक का नाम	विषय वस्तु	शिक्षण के पीरियड	दोहराई के पीरियड	प्रयोगात्मक कार्य
April	MS-Word	Revision of class IX Inserting Header and footer, Paragraph Formatting, Line spacing, Ruler Bar, Drawing toolbar.	10	10	4
May	MS-Word	Inserting tables, Inserting Images, Border & Shading, Mail Merge, Page-setup, Print-Preview, Print.	12	10	4
June					
July	MS-Excel	Revision of class IX Introduction to Worksheet, workbook, cell, cell address, cell-range, cell-referencing and its types.	12	8	4
August	MS-Excel MS-Power-Point	Function (SUM(), AVG(), MIN(), MAX(), COUNT()) Grid-Lines, Print Preview, Print. Revision of class IX	12	8	4
September	MS-Power-Point	Creating slides, Clip-Art, Symbols, effects, Customs, Timing, sound-effects, cut, copy, paste, slide show	7	5	3
October	<u>Computer Fundamentals</u>	<u>Computer Fundamentals:</u> Introduction of computer system, Input & output devices, Hardware & Software, Component of computer system,generations, primary Memory, Secondary Memory, types of computer	10	10	2
November	<u>Introduction to MS-Windows</u>	<u>Introduction to MS-Windows</u> Introduction to Windows-07, Desktop Icons, Display properties, creating files/folders, renaming	8	8	4

		files/folders, deleting files/folders introduction to window accessories, searching files & folders			
December	<u>MS-Access</u>	<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	4	6
January	<u>Software-Engineering</u>	<u>Software-Engineering:</u> Introduction to software Eng, stages in SDLC, survey, investigation and fact recording, implementation, testing, Black & White box testing.	6	4	
February		Revision			
March		Exam			