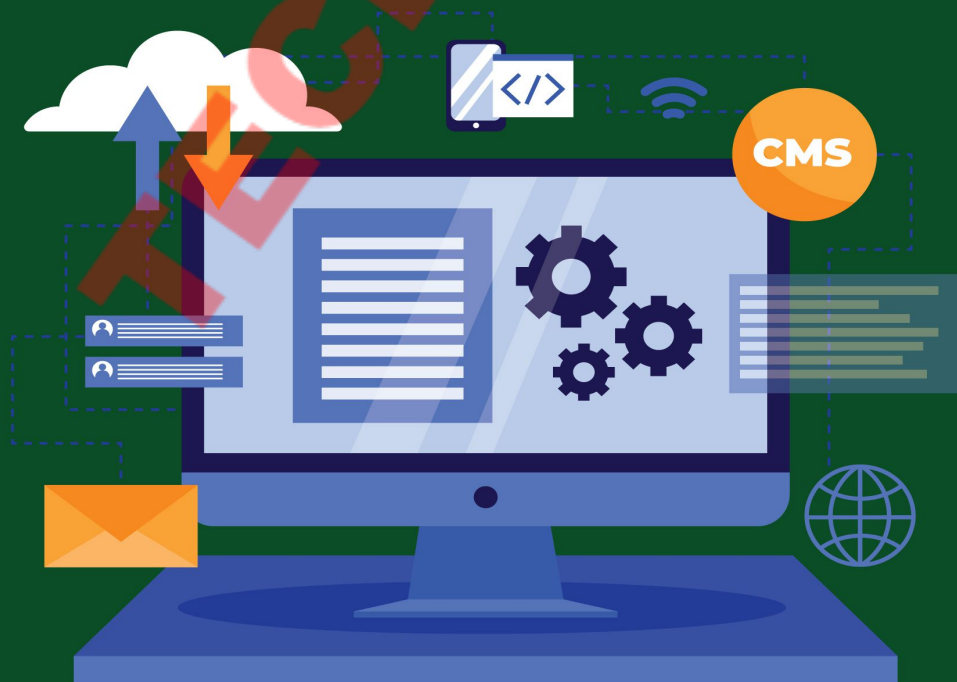




2ND
EDITION

Introduction to **COMPUTERS** *Basic Level*



TECHSHALA
An Initiative by Angikar Paribar

THEORY

(SEMI-FINAL)

SL NO	TOPICS	CONTAINS	DAYS
1	Introduction to computer	➤ What is device ➤ What is calculating device ➤ History of computer ➤ How computer works	3 (6 hrs)
2	Use of computers in various field	➤ Follow the book ➤ Give real life examples	2 (4 hrs)
3	Input / Output Device	➤ What is Input device ➤ What is output device ➤ Name of the common input output devices and their details	6 (12 hrs)
4	Hardware & Software	➤ What is hardware ➤ What is software ➤ Examples	6 (12 hrs)
5	Computer storage & other devices	➤ CPU ➤ Mother Board ➤ Memory- RAM & ROM ➤ Hard Disk ➤ CD & DVD ➤ Pen Drive ➤ Modem ➤ UPS	9 (18 hrs)

✧ **MOCK TEST--** CHAPTER 1 to CHAPTER 5

THEORY

(FINAL)

SL NO	TOPICS	CONTAINS	DAYS
6	Let's learn more about Key Board	➤ Alphabet key ➤ Numeric key ➤ Functional key ➤ Cursor control key ➤ Special key- Types of special key	9 (18 hrs)
7	Let's learn more about Mouse	➤ Number of button and their uses ➤ Types of mouse ➤ How to use mouse	2 (4 hrs)
8	Windows 10 Operating System	➤ What is operating system ➤ Use of operating system ➤ Know the desktop icon, command and places	5 (10 hrs)
9	Notepad	➤ Use of Notepad ➤ Various parts of notepad window	5 (10 hrs)
10	Paint	➤ Use of paint ➤ Various parts of paint window ➤ Short key	5 (10 hrs)

✧ **MOCK TEST--** CHAPTER 6 to CHAPTER 10

PRACTICAL

(SEMI-FINAL)

SL NO	TOPICS	CONTAINS	DAYS
1	Introduction to computer	➤ Know the parts of computer ➤ Create a link between theory and practical	6 (12 hrs)
2	Practical knowledge	➤ How to on a computer ➤ How to off a computer ➤ Know the windows 10 desktop ➤ Uses of all the icons ➤ Create file ➤ Create folder	10 (20 hrs)

PRACTICAL

(FINAL)

SL NO	TOPICS	CONTAINS	DAYS
1	Notepad	➤ Open notepad ➤ Open new file ➤ Type on notepad ➤ Change font, font style, font size ➤ Save file ➤ Open previously saved file	6 (12 hrs)
2	Paint	➤ Open paint ➤ Open new file ➤ Draw on paint ➤ Save file ➤ Open previously saved file	10 (20 hrs)

PROJECT

CHART POSTER MAKING (BEFORE SEMI FINAL)

- ✧ Make a dictionary on the full forms of computer term.
- ✧ Make an introduction page on the topic of computer parts.
- ✧ Make a colourful chart on dos and don'ts in the computer room.
- ✧ Collect the pictures of 4 input output devices and say something about that.
- ✧ Make a colourful project on the introduction of Hardware & software.

CHART POSTER MAKING (BEFORE FINAL)

- ✧ Make a dictionary on the short key of paint.
- ✧ Make a windows 10 monitor screen and point out every section.
- ✧ Make a colourful project on the introduction of mouse.
- ✧ Make a colourful project on the introduction of key board.
- ✧ Make a paint screen and say something about whatever you can see.