

DETAILED CONTENTS

S. No.	Chapter	Contents	Exercises	Building Values and Life Skills Testing Knowledge Linking Knowledge	Lab Fun	Learning is Fun
1.	Operating System and Graphical User Interface: Role and Functions	<ul style="list-style-type: none"> • Introduction • Types of Software • Operating System • Need for an Operating System • Features of an Operating System • Types of Operating Systems • User Interface 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Naming • Match the columns • Answer the questions 	✓	<ul style="list-style-type: none"> • Learning about operating system • Creating a PowerPoint presentation 	<ul style="list-style-type: none"> • Who Am I? • Making a PowerPoint Presentation • Making a Web Chart
2.	Spreadsheet—Formulas and Functions	<ul style="list-style-type: none"> • Introduction • Operators in Excel • Working with a Basic Formula • Using Compound Formula • Using Formula on Text • Range • Types of Cell Referencing • Cell Reference to Another Worksheet • Error Result • Using Functions • Function Library • Managing Worksheet 	<ul style="list-style-type: none"> • Naming • Match the columns • Fill in the blanks • True or False • Write the steps • Answer the questions 	✓	<ul style="list-style-type: none"> • Performing calculations in Excel • Editing worksheet in Excel 	<ul style="list-style-type: none"> • Crossword Puzzle • Making a Chart
3.	Charts in Excel 2016	<ul style="list-style-type: none"> • Chart • Creating a Chart • Moving a Chart • Resizing a Chart • Deleting a Chart • Formatting a Chart • Printing Charts 	<ul style="list-style-type: none"> • Naming • Fill in the blanks • True or False • Multiple choice questions • Answer the questions 	✓	<ul style="list-style-type: none"> • Plotting a chart in Excel as per the given data • Creating a bar chart in Excel 	<ul style="list-style-type: none"> • Word Search Puzzle • Making a Web Chart
4.	Algorithms and Flowcharts	<ul style="list-style-type: none"> • Algorithm • Flowcharts 	<ul style="list-style-type: none"> • Naming • Fill in the blanks • Draw the symbols • Answer the questions 	✓	<ul style="list-style-type: none"> • Drawing flowcharts in Word 2016 • Drawing flowcharts in MS Paint 	<ul style="list-style-type: none"> • Making a Chart • My Favourite Dish • Fun with Letters • Flowchart Symbols

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5.	Introduction to Program Coding: Java and BlueJ	<ul style="list-style-type: none"> • Introduction to Java • Introduction to BlueJ and Its Features • Object • Class • Features of Object-Oriented Programming • Starting BlueJ • Structure of Java Program • Fundamentals of Java Language • Data Types • Operators • Class Declaration 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Multiple choice questions • Naming • Answer the questions 	✓	Writing a Java program to print name, class, roll number and result	<ul style="list-style-type: none"> • Unscrambling the Letters • Web Chart • BEDMAS Rule
6.	Decision Control Structure	<ul style="list-style-type: none"> • Selection Control Structure • Looping Control Structure 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Write the output • Naming • Answer the questions 	✓	<ul style="list-style-type: none"> • Write a program to print the largest of three numbers • Write a program as required 	<ul style="list-style-type: none"> • Making a Chart • Completing the Flowcharts • Identifying the Structure
7.	App Development	<ul style="list-style-type: none"> • Introduction • Types of Apps • Uses of Common Apps • Installing an App on Your Phone • Some Commonly Used Apps • Designing and Development of an App 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Naming • Match the columns • Answer the questions 	✓	<ul style="list-style-type: none"> • Creating an app for school fest • Downloading an educational app 	<ul style="list-style-type: none"> • Identify and Answer • Entertainment Apps • Web Chart
8.	Networks	<ul style="list-style-type: none"> • Computer Network and Its Components • Networking Media • Networking Devices • Networking Terminology • Protocols 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Multiple choice questions • Naming • Answer the questions 	✓	Understanding the networking devices and types of networks used in the school network	<ul style="list-style-type: none"> • Identify and Answer • Unscrambling the Letters
9.	Cloud Computing	<ul style="list-style-type: none"> • Cloud Computing • Characteristics of Cloud Computing • Types of Clouds • Advantages of Cloud Computing • Disadvantages of Cloud Computing • Google Drive 	<ul style="list-style-type: none"> • Fill in the blanks • Match the columns • Naming • Answer the questions 	✓	Creating an account in Gmail and accessing Google Drive using Gmail account	<ul style="list-style-type: none"> • Identify and Name • Web Charts