

# DETAILED CONTENTS

S. No.	Chapter	Contents	Exercises	Building Values and Life Skills Testing Knowledge Linking Knowledge	Lab Fun	Learning is Fun
1.	Computer— Hardware Components	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Internal Hardware</li> <li>• External Hardware</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks</li> <li>• True or false</li> <li>• Choose the correct answer</li> <li>• Name the following</li> <li>• Define the following</li> <li>• Answer the questions</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Making a chart and Word document on MODEM and its discovery</li> <li>• Creating a PPT on 'Internal Hardware and External Hardware'</li> </ul>	<ul style="list-style-type: none"> <li>• Making a Collage</li> <li>• Making a Chart</li> <li>• Crossword Puzzle</li> </ul>
2.	Number System	<ul style="list-style-type: none"> <li>• Decimal Number System</li> <li>• Binary Number System</li> <li>• Octal Number System</li> <li>• Hexadecimal Number System</li> <li>• Computer Arithmetic</li> </ul>	<ul style="list-style-type: none"> <li>• Name the following</li> <li>• True or false</li> <li>• Fill in the blanks</li> <li>• Convert the following</li> <li>• Answer the questions</li> </ul>	✓	Creating a report on Number Systems in Word 2016	<ul style="list-style-type: none"> <li>• Word Search Puzzle</li> <li>• Making a Chart</li> </ul>
3.	Computer Virus	<ul style="list-style-type: none"> <li>• Computer Virus</li> <li>• Types of Computer Viruses</li> <li>• Symptoms of a Virus</li> <li>• Entry of Virus into a Computer</li> <li>• Steps to Prevent a Computer from Virus</li> <li>• Antivirus</li> <li>• Importance of Regular Updates</li> <li>• Using an Antivirus Software</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks</li> <li>• True or false</li> <li>• Choose the correct answer</li> <li>• Name the following</li> <li>• Answer the questions</li> </ul>	✓	Running full system scan of a computer	<ul style="list-style-type: none"> <li>• Creating a presentation</li> <li>• Making a Flowchart</li> <li>• Word Search Puzzle</li> </ul>
4.	Ethics and Safety Measures in Computing	<ul style="list-style-type: none"> <li>• Internet</li> <li>• Advantages of Internet</li> <li>• Disadvantages of Internet</li> <li>• Computer Ethics</li> <li>• Unethical Practices</li> <li>• Safety Measures while Using Computer and Internet</li> <li>• Digital Footprints</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks</li> <li>• True or false</li> <li>• Name the following</li> <li>• Match the columns</li> <li>• Answer the questions</li> </ul>	✓	Creating a PowerPoint presentation on the given topic	<ul style="list-style-type: none"> <li>• Making a Chart</li> <li>• Making a Collage</li> <li>• Crossword Puzzle</li> </ul>
5.	Spreadsheet: An Introduction	<ul style="list-style-type: none"> <li>• Features of Excel</li> <li>• Starting Excel 2016</li> <li>• Components of Excel 2016</li> <li>• Creating a Workbook</li> <li>• Moving around Worksheet</li> <li>• Entering Data</li> <li>• Types of Data</li> <li>• Performing Calculations</li> <li>• Working with Worksheets</li> <li>• Saving a Workbook</li> <li>• Exiting Microsoft Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks</li> <li>• True of false</li> <li>• Choose the correct answer</li> <li>• Name the following</li> <li>• Answer the questions</li> </ul>	✓	Creating an MS Excel worksheet on 'Vitamins' and including the given details	<ul style="list-style-type: none"> <li>• Fun with Excel</li> <li>• Making an Excel Sheet</li> <li>• Unscrambling the Letters</li> </ul>

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6.	More on Spreadsheet	<ul style="list-style-type: none"> <li>• Selecting Cells</li> <li>• Entering Special Numbers, Date and Time</li> <li>• Modifying Content of Cells</li> <li>• Using Undo and Redo Features</li> <li>• Inserting Cells, Columns and Rows</li> <li>• Deleting Cells, Rows and Columns</li> <li>• Changing Row Height and Column Width</li> <li>• Copying and Moving Data</li> <li>• Custom Lists</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks</li> <li>• True or false</li> <li>• Name the following</li> <li>• Write the steps to perform the tasks</li> <li>• Answer the questions</li> </ul>	✓	Creating a table mentioning the given details	<ul style="list-style-type: none"> <li>• Making a Chart</li> <li>• Word Search and Crossword Puzzle</li> </ul>
7.	Database and DBMS: An Introduction	<ul style="list-style-type: none"> <li>• Introduction to Database</li> <li>• Structure of Database</li> <li>• Microsoft Access</li> <li>• Components of MS Access 2016</li> <li>• Starting Access 2016</li> <li>• Creating a New Database</li> <li>• Views of a Table</li> <li>• Rules for Naming a Field</li> <li>• Data Types</li> <li>• Setting Data Type for a Field</li> <li>• Primary Key</li> <li>• Saving a Database</li> <li>• Closing a Database</li> <li>• Opening an Existing Database</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks</li> <li>• True or false</li> <li>• Name the following</li> <li>• Answer the questions</li> </ul>	✓	Creating a database containing the given details	<ul style="list-style-type: none"> <li>• Access 2016 Window</li> <li>• Working with Database</li> <li>• Unscrambling the Letters</li> </ul>
8.	Working with Tables and Queries	<ul style="list-style-type: none"> <li>• Creating Tables</li> <li>• Editing Table in Access</li> <li>• Query</li> <li>• Establishing Relationship among Tables</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks</li> <li>• True or false</li> <li>• Name the following</li> <li>• Write the steps to perform the tasks</li> <li>• Answer the questions</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Creating a database and performing the given tasks</li> <li>• Creating a query</li> </ul>	<ul style="list-style-type: none"> <li>• Unscrambling the Letters</li> <li>• Defining Purpose</li> <li>• Framing a Query</li> </ul>
9.	Lists, Images and Links in HTML	<ul style="list-style-type: none"> <li>• Lists</li> <li>• Marquee Tag</li> <li>• Inserting Images</li> <li>• Linking Web Pages</li> <li>• Images as Links</li> <li>• Adding E-mail Link</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks</li> <li>• True or false</li> <li>• Name the following</li> <li>• Match the columns</li> <li>• Answer the questions</li> </ul>	✓	Downloading an image, using it as a background for web page and setting it as a hyperlink to another web page	<ul style="list-style-type: none"> <li>• Making a Chart</li> <li>• Making a Collage</li> <li>• Making a Flowchart</li> <li>• Crossword Puzzle</li> </ul>
10.	Tables and Forms in HTML	<ul style="list-style-type: none"> <li>• Table: An Introduction</li> <li>• Tags Used in Tables</li> <li>• Attributes of &lt;Table&gt; Tag</li> <li>• Attributes of the &lt;TR&gt;, &lt;TD&gt; and &lt;TH&gt; Tags</li> <li>• Forms in HTML</li> <li>• Input Elements</li> <li>• Adding Text Area</li> </ul>	<ul style="list-style-type: none"> <li>• Fill in the blanks</li> <li>• True or false</li> <li>• Name the following</li> <li>• Answer the questions</li> </ul>	✓	Making a form in HTML with the given fields	<ul style="list-style-type: none"> <li>• Making a Chart</li> <li>• Word Search and Crossword Puzzle</li> </ul>