

DETAILED CONTENTS

S. No.	Chapter	Contents	Exercises	Building Values and Life Skills Testing Knowledge Linking Knowledge	Lab Fun	Learning is Fun
1.	Evolution of Computers	<ul style="list-style-type: none"> Types of Computers Computer Languages Language Processors 	<ul style="list-style-type: none"> Fill in the blanks Match the columns Naming the following Choose the correct answer Answer the questions 	✓	<ul style="list-style-type: none"> Creating a Word document Creating a PowerPoint presentation 	<ul style="list-style-type: none"> Making a Flowchart Word Search Puzzle Crossword Puzzle
2.	File Management— Organisation of Data	<ul style="list-style-type: none"> Moving or Copying a File/Folder from one Drive to Another Moving or Copying a File or Folder between Storage Devices Searching a File/Folder Sorting Files File Formats Working with Multiple Applications 	<ul style="list-style-type: none"> Fill in the blanks Name the following Choose the correct answer Answer the questions 	✓	<ul style="list-style-type: none"> Opening and saving files of different formats on the desktop Creating a PowerPoint presentation on 'File Management' 	<ul style="list-style-type: none"> Making a Chart Making a Flowchart Word Search Puzzle
3.	Word Processor— Tabular Presentation	<ul style="list-style-type: none"> Table Creating a Table Converting Text to a Table Entering Data in a Table Selecting Table and Its Components Selecting Text Inside a Single Cell Inserting and Deleting Rows and Columns in a Table Formatting a Table Aligning a Table 	<ul style="list-style-type: none"> Fill in the blanks True or false Name the following Answer the questions 	✓	<ul style="list-style-type: none"> Creating a timetable in Word 2016 Representing the collected information in a table in Word 2016 	<ul style="list-style-type: none"> Observe and Answer Making a Calendar Word Search Puzzle
4.	Word Processor— Mail Merge	<ul style="list-style-type: none"> Mail Merge Mail Merge Documents Mail Merge Process Creating a Mail Merge Document Creating Recipient List Inserting Merge Fields Viewing the Merged Data Printing the Letters 	<ul style="list-style-type: none"> Fill in the blanks True or false Name the following Answer the questions 	✓	Working with Mail Merge	<ul style="list-style-type: none"> Word Search and Crossword Together Working with Mail Merge
5.	Presentation— Visual Effects	<ul style="list-style-type: none"> Microsoft PowerPoint Applying Animation Effects Adding Transition Effects Inserting Sound Clips Inserting Video Clips Using Action Buttons Importing Data from Word Viewing a Presentation Slide Master 	<ul style="list-style-type: none"> Fill in the blanks True of false Name the following Choose the correct answer Answer the questions 	✓	Creating PowerPoint presentation on 'Cultural Heritage of India' and 'Save Environment'	<ul style="list-style-type: none"> Making a Chart Presentation Views Crossword Puzzle

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6.	Scratch Programming—Introduction to Game Creation	<ul style="list-style-type: none"> Scratch Components of Scratch Window Types of Blocks in Scratch Changing Backdrop of Stage Motion Block Looks Block Working with Multiple Sprites Pen Blocks Creating a Duplicate Copy of Sprite Sound Blocks Control Blocks 	<ul style="list-style-type: none"> Fill in the blanks Name the following True or false Answer the questions 	✓	<ul style="list-style-type: none"> Writing a program to show a Sprite bouncing the ball Drawing Sprite and background using the Paint Editor tools 	<ul style="list-style-type: none"> Collage Fun Scrapbook Task Word Search Puzzle
7.	HTML—An Introduction	<ul style="list-style-type: none"> Introduction to HTML HTML Editors Creating a Web Page Using HTML Editor (Notepad) Creating an HTML Document Viewing an HTML Document Structure of an HTML Document HTML Tags More Tags in HTML 	<ul style="list-style-type: none"> Fill in the blanks Name the following Tick the correct answer True or false Answer the questions 	✓	Creating web pages on the given topics	<ul style="list-style-type: none"> Making a Chart Scrapbook Task Collage Fun Presentation Time Word Search Puzzle
8.	Internet—Online Surfing	<ul style="list-style-type: none"> Internet Popular Internet Services Advantages and Disadvantages of Internet Potential Threats in Internet World Netiquette Electronic Mail (E-mail) and Its Features 	<ul style="list-style-type: none"> Fill in the blanks True or false Choose the correct answer Name the following Answer the questions 	✓	<ul style="list-style-type: none"> Creating e-mail id Composing e-mails 	<ul style="list-style-type: none"> Collage Fun Word Search Puzzle Crossword Puzzle
9.	E-Commerce, Blogging and Podcasting	<ul style="list-style-type: none"> Electronic Commerce Electronic Shopping Modes of Online Payment Electronic Banking Electronic Ticketing Blog Web Feed Podcasting 	<ul style="list-style-type: none"> Fill in the blanks Name the following Choose the correct answer Match the columns Answer the questions 	✓	<ul style="list-style-type: none"> Creating an account on Amazon Understanding the process of online banking 	Word Search and Crossword
10.	Introduction to Google Drive	<ul style="list-style-type: none"> Google Drive Working with Google Drive Working with Files and Folders Sharing Files and Folders Sharing with a Link Signing Out from Google Drive 	<ul style="list-style-type: none"> Fill in the blanks True or false Missing steps Answer the questions 	✓	Working with folders in Google Drive	<ul style="list-style-type: none"> Observe and Answer Webchart