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	• Early Calculating Devices • Mechanical Counting Devices • Electromechanical Counting Devices • Electronic Counting Device • Modern Calculating Devices or Computers • Generations of Computers • Characteristics of a Computer • Advantages of a Computer • Limitations of a Computer	• Match the columns • Multiple choice questions • Naming • Answer the questions	✓	Gathering more information on generations of computers	• Drawing Timeline • Fill the Table • Collage Fun
2.	Types of Software	• Software and Its Types • System Software • Application Software • Differences between System Software and Application Software • Operational Support Systems (OSS) • Defragmentation	• Naming • Fill in the blanks • Multiple choice questions • Answer the questions	✓	• Creating Word document on differences between system software and application software • Creating a PowerPoint presentation on 'Operating System'	• Crossword Puzzle • Webchart Time • Chart Making • Collage Making
3.	Advanced Features of Word Processor (Part I)	• Format Painter • Applying Superscripts and Subscripts • Applying Shadow Effect • Applying Headers and Footers • Inserting Column and Column Break • Inserting Page Break • Inserting Line Break • Setting Margins • Setting Page Orientation • Setting Paper Size • Indenting Text	• Naming • Multiple choice questions • Fill in the blanks • Answer the questions	✓	Typing a page on 'Photosynthesis' and formatting it as per the given instructions	• Word Search Fun • Chart Making • Let's Draw • Brain Teaser
4.	Advanced Features of Word Processor (Part II)	• Finding and Replacing Text • Working with Shapes • Working with Drawing Tools • Inserting WordArt • Inserting Pictures • Adding Watermark • Applying Borders and Shading • Inserting Cover Page	• Naming • Multiple choice questions • Fill in the blanks • Answer the questions	✓	Converting a picture into watermark	• WordArt Fun • Let's Draw • Chart Making • Word Search Puzzle

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5.	Presentation Software: Special Effects	• Using Inbuilt Templates • Enhancing the Presentation Display • Specifying Alignments • Specifying Line Spacing • Applying Themes • Changing Colour Scheme • Changing Background Colour • Inserting Objects in a Slide • Inserting a Chart • Formatting a Chart • Rearranging Slides in Slide Sorter View	• Naming • Multiple choice questions • True or False • Answer the questions	✓	Type your name in different WordArt styles and creating a PowerPoint presentation	• Chart Making • Word Search Puzzle
6.	An Introduction to Scratch Programming	• Concept of Program and Programming • Introduction to Scratch • Starting Scratch • Components of a Scratch Window • Creating a New Project • Creating a New Sprite Using a Paint Editor • Saving a Sprite • Moving a Sprite • Adding Sound • Control Block • Executing a Conditional Statement • Saving a Project • Opening a Project	• Fill in the blanks • True or False • Answer the questions	✓	• Writing the program as per the given instructions • Performing activity in Scratch	• Collage Fun • Word Search Puzzle • Chart Making
7.	Internet Services	• Internet • Connecting to the Internet • Types of Internet Connection • Popular Services on the Internet • E-mail • Netiquette	• Naming • Fill in the blanks • Multiple choice questions • True or False • Answer the questions	✓	Understanding the process of video chatting with the help of the teacher	• Collage Fun • Chart Making • Crossword Fun