DETAILED CONTENTS

S. No.	Chapter	Contents	Exercises	Building Values and Life Skills Testing Knowledge Linking Knowledge	Lab Fun	Learning is Fun
1.	Computer: Storage and Memory Device	• Data and Information • Data Storage Units • Computer Memory • Storage Devices	• Fill in the blanks • Matching the columns • True or false • Multiple choice questions • Naming • Answering questions	✓	• Creating a Word document • Checking the file size and changing its value to bits	• Word Search Puzzle • Collage Fun • Draw and Colour
2.	GUI Operating System: Desktop Management	• Windows 10 • Taskbar • Icons • Customising the Desktop • Customising the Windows Set-up • Using the Shortcut Menu	• Fill in the blanks • True or false • Matching the columns • Answering questions	✓	Customising the Taskbar and drawing the desktop	• Collage Fund • Crossword Puzzle • Making a Chart
3.	Tools of Word Processor	• Word 2016 • Starting MS Word 2016 • Working with MS Word 2016 • Editing a Document • Find and Replace Text • Checking Spelling and Grammar • Thesaurus • Word Count	• Fill in the blanks • Multiple choice questions • True or false • Answering questions	✓	Changing the font colour	• Word Search Puzzle • Working with Word 2016 • Making a Chart
4.	Formatting in Word 2016	• Formatting in Word 2016 • Changing the Font Type • Applying Bold, Italic and Underline Effects • Changing Text Alignment • Changing Text Colour • Changing Text Case • Setting Line Spacing • Setting Paragraph Spacing • Adding Bullets and Numbers	• Fill in the blanks • Matching the columns • One word answer • Multiple choice Questions	✓	Formatting the text as per instructions	• Collage Fun • Word Fun • Web Chart • Lab Activity

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5.	The Internet: Web Browser	• Computer Network • Internet • Requirements for an Internet Connection • The Internet Terminology • Net Surfing • Search Engine • Web Browser and Its Components	• Fill in the blanks • Matching the columns • Multiple choice questions • Answering questions	✓	Making a collage with images from the Internet	• Crossword Puzzle • Collage Fun • Internet Fun
6.	PowerPoint 2016	• PowerPoint 2016 • Presentation • Starting PowerPoint 2016 • Components of PowerPoint 2016 • Creating a New Presentation • Adding Text in a Placeholder • Adding a New Slide • Applying Layout to a Slide • Types of Slide Layouts • Adding Pictures to a Slide • Saving a Presentation • Opening a Presentation • Closing and Exiting a Presentation • Slide Show	• Fill in the blanks • Matching the columns • Multiple choice questions • Answering questions	✓	Creating a presentation and learning how to add animation to a slide	• Fun with PowerPoint • Exploring PowerPoint • Word Search Puzzle
7.	Stepwise Thinking	• Reasoning and Logical Thinking	• Logical reasoning • Mental ability • Coding and decoding • Mental maths • Answering questions	✓	Creating a presentation on stepwise procedure to draw and colour a house in Paint	• Word Search Puzzle • Stepwise Thinking • Presentation Time
8.	Features of File Management	• File Explorer • Working with Files and Folders • Creating a New File • Creating a New Folder • Copying a File or Folder • Moving a File or Folder • Renaming a File or Folder • Deleting a File or Folder • Restoring a File or Folder • Work Ethics	• Fill in the blanks • Complete the steps • True or false • Answering questions	✓	Creating a folder and naming it	• Word Search Puzzle • Scrapbook Task • Fun with Internet