TERM – I (APRIL 2024-SEPTEMBER 2024)	
MONTH	**LESSONS & EVENTS**
APRIL	**Chapter 1: Windows Photo Editor & Video Editor** ➢ **Photo Editing** ▪ **Cropping / Rotating / Flipping** ▪ **Adjustments / Filters** ➢ **Video Editing** ▪ **Title card** ▪ **Trimming a video** ▪ **Adding 3D Effects** **Chapter 6: Safeguarding your computer** ➢ **Computer malware** ➢ **Harms caused by computer Malware** ➢ **How does a computer get infected?**
MAY	**Chapter 6: Safeguarding your Computer (Contd.)** ➢ **Symptoms of an infected computer** ➢ **How to protect computer** ➢ **Antivirus** **Chapter 2: Advanced features of Word 2019** ➢ **Spelling and Grammer** ➢ **Thesaurus** ➢ **Find and replace text** ➢ **Page formatting** **FA I- PRACTICAL EXAMINATION TOPIC: WINDOWS PHOTO EDITOR**
JUNE	**Chapter 2: Advanced features of Word 2019 (Contd.)** ➢ **Page formatting** ➢ **Column Formatting** ➢ **Paragraph Formatting** **SUMMER BREAK**

AUGUST	**Chapter 3: More on PowerPoint** ➢ **Slide Transition** ➢ **Animation** ➢ **Inserting Audio and Video files** **CYBER QUIZ- PRELIMINARY ROUND** **ACTIVITY- I** **TOPIC: CYBER SAFETY AND SECURITY** **PRACTICAL-I TOPIC: WORD 2019**
SEPTEMBER	**REVISION: SA - I Examination**

TERM – II (OCTOBER 2024-MARCH 2025)	
MONTH	**LESSONS & EVENTS**
OCTOBER	**Chapter 4: Introduction to Excel 2019** ➢ **Starting Excel** ➢ **Components of Excel 2019 Window** ➢ **Changing the active cell** ➢ **Creating a new workbook** ➢ **Entering Data** ➢ **Adding / Removing /renaming a workbook** ➢ **Saving / Opening a workbook** ➢ **Closing a workbook** **Chapter 5: Editing Cell contents in Excel 2019** ➢ **Selecting cells** ➢ **Entering Date / Time** ➢ **Changing cell content** ➢ **Undo / Redo Commands** ➢ **Copying / Moving Data** ➢ **Deleting Cell Data** ➢ **Using autofill feature** **CYBER QUIZ FINAL ROUND**

NOVEMBER	**Chapter 7: Internet & E-mail** ➢ Internet ➢ Types of internet connections ➢ Using Web browsers ➢ Using URLs ➢ E-mail **FA – II Practical Exam:** TOPIC: EXCEL 2019
DECEMBER	**Chapter 8: Data Processing** ➢ Data and Information ➢ Representing information ➢ Sorting Data ➢ Decoding **Winter Break**
JANUARY	**Chapter 9 Conditional Blocks in SCRATCH** ➢ Operators ➢ Sensing blocks ➢ Variables ➢ Conditional blocks ➢ Loops
FEBRUARY	**Chapter 10: Robotics (Debate Topic)** ➢ What are Robots? ➢ Fields where robots are used? ➢ Latest Robots **ACTIVITY – II TOPIC: CODING-DECODING (CH-8)** **PRACTICAL-II :TOPIC: SCRATCH CODING**
MARCH	**REVISION:** SA - II Examination

We will do our best to finish the course according to the schedule, but please be aware that there may be modifications to the amount of time needed if a need arises.