



CLASSES REQUIRED	
TOPIC	Ms.Word
CONCEPT & SKILLS	Concept: <ul style="list-style-type: none"> • Clip art • Word art • AutoShapes • Draw Table • Insert Table • Merge Cell • Split Cell
LEARNING OUTCOMES	<ul style="list-style-type: none"> • Able to beautify their documents by using clip art <p>Word art,Auto Shapes</p> <ul style="list-style-type: none"> • Able to draw and Insert Tables
INSTRUCTIONAL TOOLS & REFERENCES	Projector
PEDAGOGY	Discussion.
ACTIVITY / ASSIGNMENT / RESEARCH	<ul style="list-style-type: none"> • Making of greeting Card(Sports Day) • Making of Class Time table(by using Tables) • Making of rate list of Food items
ASSESSMENT	<ul style="list-style-type: none"> • On daily Basis



September

CLASSES REQUIRED	
TOPIC	Ms.Word & Ms power point
CONCEPT & SKILLS	<ul style="list-style-type: none">• Concept:• Delete table,cells columns and rows• Introduction to power point
LEARNING OUTCOMES	<ul style="list-style-type: none">• Able to delete table cells & columns• How to open Powerpoint
INSTRUCTIONAL TOOLS & REFERENCES	Projector
PEDAGOGY	Discussion.
ACTIVITY / ASSIGNMENT / RESEARCH	<ul style="list-style-type: none">• How to edit the given table•
ASSESSMENT	<ul style="list-style-type: none">• On daily Basis



October and November

CLASSES REQUIRED	
TOPIC	Ms power point
CONCEPT & SKILLS	<ul style="list-style-type: none">• Adding text, saving a presentation• Viewing of presentation• Slide sorter• Slide Show• Using design template• Changing the new slide• Use of animation
LEARNING OUTCOMES	<ul style="list-style-type: none">• How to open powerpoint• Add,Save and view
INSTRUCTIONAL TOOLS & REFERENCES	Projector
PEDAGOGY	Discussion.
ACTIVITY / ASSIGNMENT / RESEARCH	<ul style="list-style-type: none">• Making of simple PowerPoint presentation related to any evs topic or theme based.
ASSESSMENT	<ul style="list-style-type: none">• On daily Basis