SYLLABUS (HIC)
COMPUTER SCIENCE
For Class-XI

CONTENT SCOPE AND ACTIVITIES

1. Basic concept of information technology
   - Hardware
   - Input/output devices
   - Scanners
   - Printer
   - Keyboard
   - Mouse
   - Microphone
   - Memory
   - Plotters

2. Disk Operating System
   - Internal and external commands
   - CLS, Time, Date, DIR, DIR/P, DIRNV
   - DIR/O, DIR/AD, DIR/A-D, DEL, MD, RD, CD, Copy, REN.
   - Format
   - F.Disk
   - X-Copy
   - Deltree

   Detail study of the following topics:
   - Search
   - Setting
   - Documents
   - My computer
   - Program
   - Windows explorer
   - Dos prompt
   - Accessories
   - Paint
   - Shut down

4. Typing Soft Ware
   - Typing tutor (only English typing)

5. Micro Soft
   - Word installation

   Micro soft word topics:
   - Documents preparation and saving
• Open and existing documents
• Open blank documents
• Save as an existing documents

6. Editing
• Replacing text
• Searching text
• Find and Replace
• Cut, copy, and paste, undo, redo

7. Formation
• Selection of suitable font
• Selection of suitable font size, bold, italic, and underline
• Character spacing
• Bullets and numbering

8. Page Set Up
• Page header and footer
• Foot note
• Page numbering

9. Table
• How to make a table
• Text within table
• Changes
• A new row
• Add new column
• Inserting and deleting cells, rows, and columns. Split row, cell, or column
• Delete table

10. Printing
Printing documents with different options

Practicals
1. Developing Typing Speed in MS-Word
2. 15 Assignments in MS-Word

Prescribed Textbook
A Textbook of Computer Science for Class XI and XII
Published by: National Book Foundation