

# INFORMATION TECHNOLOGY SYLLABUS

## CLASS-VII (Session 2018-19)

**Book:** InfoZone Computer Science (Optima Publication)

### (April to September)

#### **April:**

##### **Chapter 1: Number System**

1<sup>st</sup> Week (02.04.18 – 07.04.18): Number Systems, Conversion: Binary to Decimal and Decimal to Binary

2<sup>nd</sup> Week (09.04.18 – 14.04.18): Binary Arithmetic: Addition, Subtraction, And Multiplication

3<sup>rd</sup> Week (16.04.18 – 21.04.18): Binary Arithmetic: Division

**Lab Activity:** Make a presentation on Number System

##### **Chapter 2: Windows Customization**

4<sup>th</sup> Week (23.04.18 – 28.04.18): Customizing task bar, customizing start menu, creating Shortcuts

**Lab Activity:** 1. Customize Taskbar, Hide clock on taskbar.

#### **May:**

##### **Chapter 2: Windows Customization**

1<sup>st</sup> Week (30.04.18 – 05.05.18): Rearranging icons, Using personal pictures as screen saver, Arranging multiple windows

2<sup>nd</sup> Week (07.05.18 – 12.05.18): Minimizing or arranging opened windows, Setting folder options.

**Lab Activity:** 1. Arranging folders, minimize or hide the opened window on taskbar

##### **Chapter 3: Mail Merge**

3<sup>rd</sup> Week (14.05.18 – 19.05.18): Starting Mail Merge: Select document type, select starting document, select recipients.

4<sup>th</sup> Week (21.05.18 – 26.05.18): Write your letters review your letters.

5<sup>th</sup> Week (28.05.18 – 31.05.18): Complete mail merge, Printing the letters.

**Lab Activity:** 1. Start Mail merge and select document type  
2. Select recipient list and type your letter.

#### **July:**

##### **Chapter 4. Editing on Excel Worksheet**

1<sup>st</sup> Week (02.07.18 – 07.07.18): MS Excel and its components, Range of cells, Selecting rows, columns and worksheets.

2<sup>nd</sup> Week (09.07.18 – 14.07.18): Copy & Move cell values, Inserting rows and columns, Deleting rows and columns

3<sup>rd</sup> Week (16.07.18 – 21.07.18): Autofill, Creating custom list.

**Lab Activity:** Make a table in MS Excel and insert rows and columns in it.

### **Chapter 5: Formattings in Excel**

4<sup>th</sup> Week (23.07.18 – 28.07.18): Adjusting columns width, Adjusting Row height, Number formatting, Aligning cell values

**Lab Activity:** Create a table in Excel and insert rows and columns in it.

## **August:**

### **Chapter 5: Formattings in Excel**

1<sup>st</sup> Week (30.08.18 – 04.08.18): Text Formatting, Apply cell borders,

2<sup>nd</sup> Week (06.08.18 – 11.08.18): Format Painter.

**Lab Activity:** Make table in Excel and format the values.

### **Chapter 6: Formulas in Excel**

3<sup>rd</sup> Week (13.08.18 – 18.08.18): Creating simple formula, Using Autosum, Copying formulas

4<sup>th</sup> Week (20.08.18 – 25.08.18): Functions, Viewing results without inserting functions.

**Lab Activity:** Make table in excel and apply simple formulas

### **Chapter 7: Adobe Photoshop CS5**

5<sup>th</sup> Week (27.08.18 – 01.09.18): Starting Adobe Photoshop, Photoshop workspace and tools panel.

**Lab Activity:** Make a simple picture using Photoshop

## **September:**

Revision and Mid Term Exam

## **(October to February)**

### **October:**

#### **Chapter 7: Adobe Photoshop CS5**

1<sup>st</sup> Week (01.10.18 – 06.10.18): Creating & Saving Photoshop file, Using Photoshop tools; Selection, Magic Wand tools

2<sup>nd</sup> Week (08.10.18 – 13.10.18): Crop tool, Painting tool: Brush, Paint Bucket, Gradient, Color replacement, Healing brush tool

3<sup>rd</sup> Week (15.10.18 – 20.10.18): Spot healing brush tool, Clone stamp tool.

**Lab Activity:** Take a sample picture and apply selection tools on it.

## **Chapter 8: More with Photoshop CS5**

4<sup>th</sup> Week (22.10.18 – 27.10.18): Resizing image, color adjustment, Making images sharper

5<sup>th</sup> Week (29.10.18 – 03.11.18): Adding softness to image, adding flash to image, improving extra bright images.

**Lab Activity:** Take a sample picture and adjust the colors in it.

## **November:**

### **Chapter 8: More with Photoshop CS5**

1<sup>st</sup> Week (05.11.18 – 10.11.18): Removing red eye effect, removing wrinkles. Adding text.

**Lab Activity:** Take a sample picture and add text to it.

### **Chapter 9: Social Networking**

2<sup>nd</sup> Week (12.11.18 – 17.11.18): Social Network Service Providers, Features of Social Networking, Social Network Services.

3<sup>rd</sup> Week (19.11.18 – 24.11.18): Advantages & Disadvantages of social networking

4<sup>th</sup> Week (26.11.18 – 01.12.18): Using Facebook

**Lab Activity:** Search information on 'Pros and cons of social networking'.

## **December:**

### **Chapter 10: Introduction to Visual Basic 2008**

1<sup>st</sup> Week (03.12.18 – 08.12.18): Visual Basic IDE and its components

2<sup>nd</sup> Week (10.12.18 – 15.12.18): Form object, Code window

3<sup>rd</sup> Week (17.12.18 – 22.12.18): Adding controls on the form,

4<sup>th</sup> Week (24.12.18 – 29.12.18): Creating & Executing VB application

5<sup>th</sup> Week (31.12.18 – 05.01.18): Saving VB application

**Lab Activity:** Creating a simple VB form.

## **January:**

Revision

## **February:**

Final Exam