

CURRICULUM CONTENT

SOAP-Sense of Audience and Purpose

- Audience
- Purpose

Working with Photographs/ Video

- Techniques to have good photos/videos
- Types of shots

Windows Photo story

- Import photos
- Caption
- Transitions
- Duration
- Save animations

AVS Video Editor

- Open /Close the program
- Import video/ pictures
- Transitions
- Effects
- Music /Narration
- Caption
- Duration
- Save/Save As

Kiran's Typing- Fast typing

- Ergonomics
- Fingers and Keys
- Typing in Karan's Typing Tutor
- Fast typing Online
- Typing competition

Microsoft Paint-Country/City map

- Eraser

- Magnifier
- Line
- Brush
- Airbrush
- Select
- Oval
- Rectangle, etc.

Microsoft Word-Greeting Card

- Page Layout: Orientation, Columns, Page border
- Insert Picture, ClipArt, Shapes, WordArt
- Format Font : Size, Style, Color
- Print

FCPRO- Flowcharts and algorithms

- Create simple algorithms
- Flowchart symbols and algorithms.
- Diagrams for flowcharts

Data-information

- Data/Information
- Data storage
- Binary Code.
- ASCII table

Microsoft Power Point

- Open/Close a presentation
- Terms : Slide, Presentation, Animation
- Working with slides: insert, delete, copy, paste
- Insert : Picture, ClipArt, Word Art, Music, Video
- Custom Animation
- Save /Save As
- Auto shapes: navigator buttons

Microsoft Excel

- Workbook, Sheets and cells.
- Saving workbook
- Entering value/ data: Text, numerical
- Copying techniques
- Functions: sum, average, max, min. Autosum feature.
- Error results
- Formatting numbers, date and time. Increasing/decreasing decimal places.
- Formatting text: set alignment, fonts.
- Conditional filtering. Removing auto filter.
- Conditional formatting

Working on Internet-e-mails.

- Smileys
- Attachments
- formatting text

