

Syllabus



Silk Road International School

8th Grade ICT

For School Year 2013-2014

CURRICULUM CONTENT

1. Introduction to ICT

- How computers work?
- Types of computers
- The history of computers
- Measuring information

2. Hardware

- System unit (Case, CPU, Motherboard, HDD, RAM, Power supply)
- Mounting devices
- Expansion cards

3. Input devices

- Keyboard, Mouse
- Microphone, Scanner
- Webcam, Joystick

4. Output Devices

- Monitor - types of monitor
- Printer
- Speaker

5. Data storage devices

- Hard Disk
- CD, DVD, Flash memory

6. Using the computer with Windows

- Computer Software
- Operating Systems
- Installation of Operating system

7. Windows Interface and Desktop

- Windows Desktop components
- Power button options
- Turning off the computer

8. Working with applications

- Parts of window
- Manipulating windows
- Switching between windows

9. Working with files

- File and file extension
- Windows Explorer
- View options, sorting
- Delete and restore files
- Searching for files and folders
- Compressing files

10. Customizing Windows and Accessories

- Theme, Background and Sounds
- Customizing Taskbar
- Screen Resolution

11. Windows Accessories

- Notepad, WordPad
- Paint, Sound recorder
- Snipping tool, Calculator

PREPARING DOCUMENTS USING MS WORD

1. Preparing documents using MS Word

- Uses of Word
- Program Interface
- Saving, Opening and Closing

2. Working with text and Formatting characters and Paragraphs

- Moving, Selecting
- Font formatting
- Bulleted and Numbered list
- Borders and shading

3. Page setup and printing

- Page options
- Orientation and Margins
- Printing

4. Inserting and Formatting objects

- Equation, Symbols
- Page number, Cover page, Drop Cap

5. Working with tables

- Tables, styles
- Resizing and Modifying

6. Pictures and Drawing

- Insert, picture types
- Resize, crop
- Picture style, AutoShapes

PRESENTATION WITH MICROSOFT POWERPOINT

1. Introduction to Presentation

- Inserting new slides
- Saving and Running the presentation

2. Selecting a theme and customizing

- Background and content
- Using tables and charts

3. Slide transition and Custom animation

- Slide transition between slides
- Animation text and pictures
- Adding a SmartArt Graphics

4. Working with Multimedia

- Background music
- Insert video / play
- Action Buttons

5. Slide Show settings

- Hiding slides
- Timing
- Packaging the presentation