



**BLOOM PUBLIC SCHOOL**  
**VASANT KUNJ, NEW DELHI**  
**SYLLABUS: 2018-2019**

**SUBJECT: Computer Studies (Work Ex.)**

**CLASS: III**

<b>MONTH</b>	<b>CONTENT</b> <b>CHAPTERS (E-WORLD TEXTBOOK BY PEARSON)</b>
<b>April-May</b>	<b>Chapter 1:Computer Basics</b> <ul style="list-style-type: none"><li>✓ Uses of Computers</li><li>✓ Characteristics of Computers</li><li>✓ Working of a Computer</li><li>✓ Input Devices</li><li>✓ Output Devices</li><li>✓ Storage Devices</li><li>✓ Hardware and Software</li></ul> <b>Chapter 2:Using a Keyboard</b> <ul style="list-style-type: none"><li>✓ QWERTY Keyboard</li><li>✓ Keys on a Keyboard</li></ul>
<b>July</b>	<b>Chapter 3:Understanding Windows</b> <ul style="list-style-type: none"><li>✓ Operating System</li><li>✓ Microsoft Windows</li><li>✓ Desktop and Icons</li></ul>
<b>August</b>	<b>Chapter 4:Notepad</b> <ul style="list-style-type: none"><li>✓ Starting and Exiting Notepad</li><li>✓ Creating, Saving and Opening a File</li></ul> <b>Chapter 5:Drawing and Coloring With Paint</b> <ul style="list-style-type: none"><li>✓ Opening and Exiting Paint</li><li>✓ Components of the Paint Window</li><li>✓ Tools in Paint</li><li>✓ Creating, Saving, and Opening a Drawing</li></ul>
<b>September</b>	<b>Chapter 5:Drawing and Coloring With Paint (continued)</b> <b>Chapter 6:More on Paint</b> <ul style="list-style-type: none"><li>✓ Selecting Objects in Paint</li><li>✓ Copying/Cutting and Pasting Objects in Paint</li><li>✓ Pasting a Picture onto Paint</li><li>✓ Rotating, Flipping Resizing or Skewing a Picture in Paint</li></ul>

	<ul style="list-style-type: none"> <li>✓ Zoom in/out</li> <li>✓ Rulers and Gridlines</li> <li>✓ Full Screen View</li> </ul>
<b>October</b>	<p><b>Chapter 6:More on Paint (continued)</b>  <b>Chapter 7:Getting Started With LOGO</b></p> <ul style="list-style-type: none"> <li>✓ Starting and Exiting MSWLOGO</li> <li>✓ Parts of LOGO Window</li> <li>✓ LOGO Terminologies</li> </ul>
<b>November</b>	<p><b>Chapter 8:LOGO Commands</b></p> <ul style="list-style-type: none"> <li>✓ FORWARD Command</li> <li>✓ BACK Command</li> <li>✓ RIGHT Command</li> <li>✓ LEFT Command</li> <li>✓ HOME Command</li> <li>✓ CS Command</li> <li>✓ CT Command</li> <li>✓ CLEAN Command</li> <li>✓ SETH Command</li> </ul>
<b>December</b>	<p><b>Chapter 8:LOGO Commands (continued)</b>  <b>Chapter 9:MATH With LOGO</b></p> <ul style="list-style-type: none"> <li>✓ PRINT Command</li> <li>✓ LABEL Command</li> <li>✓ Mathematical Operators</li> </ul>
<b>January</b>	<p><b>Chapter 9:MATH With LOGO (continued)</b>  <b>Chapter 10:Introduction to MS Word</b></p> <ul style="list-style-type: none"> <li>✓ Word Processing Software</li> <li>✓ Popular Word Processors</li> <li>✓ Features of Word Processing Software</li> <li>✓ Introduction to MS Word</li> <li>✓ Uses of MS Word</li> <li>✓ Starting and Exiting MS Word</li> <li>✓ Components of MS Word Window</li> <li>✓ Creating, Saving, Closing and Opening a Document</li> <li>✓ Entering Text</li> <li>✓ Selecting and Adding Text</li> <li>✓ Deleting Text</li> <li>✓ Changing text Color</li> </ul>
<b>February</b>	<p><b>Chapter 10:Introduction to MS Word (continued)</b>  <b>Revision</b></p>

## **ASSESSMENT SYLLABUS**

**\*All Assessments would be PRACTICAL in nature.**

<b>ASSESSMENT</b>	<b>SYLLABUS</b>
QUARTER I (JULY)	Chapter 1: Computer Basics Chapter 2: Using a Keyboard
QUARTER II (SEPTEMBER)	Chapter 5: Drawing and Coloring with Paint
QUARTER III (DECEMBER)	Chapter 7: Getting Started with LOGO Chapter 8: LOGO Commands
QUARTER IV (FEBRUARY)	Chapter 10: MS Word