



G.D. GOENKA PUBLIC SCHOOL, SIRSA

Computer Practical Syllabus (Term-I)

September (2018)

Class: IX-A&B

Time: During school hours.

Date of computer practical exams – 6-Sept-18

Syllabus for Viva voce – IT applications report file and lesson- Computer System, Microsoft Word III, MS Power point II

Syllabus for Practical – 1. Word processing

A document is required to be created for testing the following areas

- (i) Editing and formatting text and paragraph
- (ii) Page and Paragraph setup
- (iii) Inserting symbols and pictures.

2. Presentation

- (i) Editing and formatting slides
- (ii) Inserting pictures and sounds
- (iii) Animating pictures and text with sound effects