TERM-1	TERM-2
Chapter 1: Computer Hardware and Software Computer Hardware • Input Devices • Keyboard • Processing Device • Output Devices • Computer Software	**Chapter 5: Text Formatting in Word** • Font Formatting • Making Text Bold, Italic, and Underlined • Highlighting Text • Changing Text Case • Applying Subscript and Superscript • Changing Text Alignment • Creating Bulleted and Numbered Lists • Format Painter
Chapter 2: Operating System • Microsoft Windows • Desktop and its Components • Desktop and its Components	**Chapter 6: More on Paint 3D** • Adding, Selecting, Moving, and Deleting Stickers • Adding 3D Text on the Canvas • Deleting 3D Text from the Canvas • Adding Effects to a Drawing • Adding 3D Objects from 3D Library • Using the Crop Tool • Using the History Tool
Chapter 3: More about Tux Paint • Different Types of Magic Tools • Creating a Storyboard • Deleting a Drawing	**Chapter 7: Introduction to Scratch 3.0** • Introduction to Scratch 3.0 • Main Components of Scratch 3.0 • Moving a Sprite • Drawing a Colorful Circle • Making a Copy of a Sprite • Saving a Project • Opening a Saved Project
Chapter 4: Working in MS Word • Word 2016 Window • Typing Text in a Document • Editing Text • Undo and Redo Commands • Printing a Document	**Chapter 8: Movements of a Sprite** • Creating a New Project • Changing the Appearance of a Sprite • Making a Sprite Say Something • Control Block Menu

• Exiting Word	• Repeating Actions • Sound Block Menu • Adding Sound