TERM-1	TERM-2
Chapter 1: Computer Memory • Types of Computer Memory • Primary memory • Types of ROM • Secondary Memory • Memory Units • Hard Disk • CD • Blu-ray Disc • Flash Drive • Memory Card	**Chapter 5: Introduction to PowerPoint** • Introduction to PowerPoint • Uses of Presentation • Starting MS PowerPoint 2016 • Components of PowerPoint 2016 Window • Creating a Presentation • Adding Text in a Placeholder • Inserting a New Slide • Deleting a Slide • Inserting Objects in a Slide • Shapes • Saving a Presentation • Closing a PowerPoint Presentation • Opening a Saved Presentation • Exiting PowerPoint Application
Chapter 2: Working with Windows • Windows Desktop • Files and Folders File • File Explorer • Components of File Explorer • Libraries Folder • Creating and Saving a File • Creating a Folder • Opening a File/Folder • Renaming a File/Folder • Deleting a File/Folder • Restoring a File/Folder • Copying a File/Folder	**Chapter 6: More on PowerPoint** • Creating a New Presentation • Different Presentation Views • Running a Slide Show • Rearranging Slides • Applying Themes • Working with the Slide Master.

• Moving a File/Folder • Searching Files/Folders	
Chapter 3: Working with Objects in Word • Inserting a Text Box • Inserting WordArt • Inserting Shapes • Inserting Pictures • Working with Tables	**Chapter 7: Introduction to Excel** Microsoft Excel • Components of MS Excel 2016 Window • Entering Data in a Worksheet • Saving a Workbook
Chapter 4: Page Formatting in Word • Page Formatting • Setting Page Margins • Indenting Text • Page Orientation • Page Background	**Chapter 8: Playing with Multiple Sprites** • More Components of Scratch 3.0 • Adding a New Sprite • Show and Hide a Sprite • Importing Sound from Library • Adding a Backdrop