

**MONTHLY SYLLABUS**  
**SESSION-2016-17**  
**CLASS-XI**  
**SUBJECT : TYPOGRAPHY AND COMPUTER**  
**APPLICATIONS ENGLISH (607)**  
**THEORY : 60 / PRACTICAL : 40**

<b>MONTH</b>	<b>CONTENTS</b>
July 2016	<p style="text-align: center;"><b>THEORY</b></p> <p><b>Part I (Typography)</b>  Introduction to Typography  Origin and development of typewriting  Importance and utility of typewriters  Types of machines-manual, portable. noiseless/Braille, electronic computers &amp; laptops</p> <p><b>Part II Computer Applications Computer Hardware</b>  Personal Computers-Identification/demonstration of different storage devices like floppy disk &amp; floppy disk drive, pen drive, CD &amp; DC-drive, DVD-drive, Hard Disk-HDD, storing &amp; retrieving data from various storage devices, identification of various inputs &amp; outputs devices.</p> <p style="text-align: center;"><b>PRACTICAL</b></p> <p><b>Practice of typing home rows-upper, middle row.</b></p>
August 2016	<p style="text-align: center;"><b>THEORY</b></p> <p><b>Part-I Typography</b>  <b>Key Board Operation</b>  <b>Touch &amp; Sight Method</b>  <b>Bottom Row</b>  <b>Part-II Computer Applications</b></p>

	<p>Different types of printers-Dot, Matrix. Inkjet/Desk jet/Bubble jet, Laser printer Introduction to Troubleshooting of personal computers with reference to connectivity (USB, PS2, Keyboard port, Monitor Socket, Speaker/Microphone Socket) for connectivity devices such as keyboard, mouse, monitor, scanner, printer, speaker, microphone, pen drive and web cam, setting of basic properties of monitor and printer.</p> <p style="text-align: center;"><b>PRACTICAL</b></p> <p>Practice of bottom row, number row on typewriter, accuracy key boarding skill for typing a paragraph.</p>
September 2016	<p>01.09.2016-07.09.2016-Revision</p> <p>08.09.2016-22.09.2016 S.A.-I Exam</p> <p>23.09.2016-30.09.2016-Discussion of S.A.-I papers</p>
October 2016	<p><b>Part-I-Typography</b></p> <p>Key-board operations, sitting posture, touch &amp; sight method, special signs and symbols &amp; Roman numbers.</p> <p>08.10.2016-11.10.2016-AUTUMN BREAK</p> <p><b>Part-II Windows Operating System</b></p> <p>Introduction to Windows-Logging on. switching between accounts, accounts are not just or networks, assigning &amp; changing account passwords, shutting down minimizing windows, enlarging windows manually changing window sizes, moving windows, closing a window, a window's menu, a window's toolbar, taskbar 7 start button functions and review.</p> <p style="text-align: center;"><b>PRACTICAL</b></p> <p>Practice of typing using punctuation marks and use of storage devices</p>
November 2016	<p><b>Part-I Typography</b></p> <p>Display Techniques</p>

	<p>Margin setting and line spacing, alignment, centering of heading Use of punctuation marks</p> <p><b>Part-II Computer Applications</b></p> <p>Working with Windows</p> <p>Working in the My Computer Window, other start menu window, navigating and using Windows Explorer and Control Panel.</p> <p>Office-Introduction to office, introducing word excel, Power Point, Outlook, optimizing office shortcut bar, the office assistant, sharing information , the web toolbar.</p> <p>MS WORD-Processing with word, beginning with word, entering text, selection text, deleting text, copying, cutting and pasting text, finding and replacing text with back and advanced options, auto correcting and auto formatting correcting mistakes, spelling and grammar corrections.</p> <p style="text-align: center;"><b>PRACTICAL</b></p> <p>Typing of paragraphs, letters</p>
December 2016	<p><b>PART-I (Typography)</b></p> <p><b>Paragraphing</b></p> <p><b>Syllabification</b></p> <p><b>PART-II (Computer Application)</b></p> <p>MS WORD</p> <p>Formatting with word, font-sizes, type, style</p> <p>Alignment-Left, right, centre, justify</p> <p>Folder Creation</p> <p>Page setting-left margin, right margin, top margin, bottom margin</p> <p>31.12.2016-15.01.2017-WINTER BREAK</p> <p>Saving in the newly created folder</p>

	<p>Printing the document</p> <p>Saving the changed/modified document in the folder</p> <p>Reprinting the changed document</p> <p style="text-align: center;"><b>PRACTICAL FILE</b></p> <p>Typing papers of key board operation</p> <p>File should contain at least 6 pages of tabular statements</p> <p>File should contain file should contain at least 20 printouts of documents typed over the year.</p>
February 2017	<p><b>Part-I Typography</b></p> <p><b>Typing of tabular statement</b></p> <p><b>Part-II Computer Applications</b></p> <p>Advanced Word Features: Inserting special characters, inserting dated and page numbers, inserting new columns and rows, using header and footer options</p> <p style="text-align: center;"><b>PRACTICAL</b></p> <p>Typing of tabular statement using five or six columns.</p> <p style="text-align: center;"><b>21.02.2017-28.02.2017-Revision</b></p>
March 2017	<p style="text-align: center;"><b>Annual Exam</b></p> <p style="text-align: center;"><b>Declaration of Result</b></p>