

**MONTHLY SYLLABUS**

**SESSION-2016-17**

**CLASS XII**

**SUBJECT : TYPOGRAPHY & COMPUTER APPLICATION (607)**

**THEORY : 50 / PRACTICAL : 50**

<b>MONTH</b>	<b>CONTENTS</b>
April 2016	<p><b>Part-I Typography</b></p> <p>Different styles of letters-Indented. Semi Indented and Blocked. Personal Correspondence- Meaning of Personal Correspondence.</p> <p><b>Part-II Computer Application</b></p> <p>Excel: Overview starting with Excel, understanding worksheets/spreadsheet and workbooks, entering worksheet data entering dates and times. Navigating between spreadsheets. opening a workbook, saving a workbook and printing a worksheet/workbook.</p> <p>Editing Excel: Worksheets/spreadsheets-selecting cells, editing cell contents. Inserting and deleting cells, inserting and deleting rows and columns, working with worksheet ranges. Using cut, copy and paste options, clearing data. Using formulas and functions: Using arithmetic operators, using range names in formulas, using auto sum for efficiency, common functions sum, average, min, count, countif, counta, using paste function.</p>
May 2016	<p>01.05.2016-10.05.2016</p> <p><b>Part I-Typography</b></p> <p>Meaning of Business Correspondence</p> <p>Definition and parts of Business Correspondence</p> <p><b>Part-II Computer Application</b></p> <p>Formatting Worksheets: Centre aligning, left aligning, right</p>

	<p>aligning and justifying cell content, row and column height, changing width and font. Making format changes, auto formatting worksheets, modifying styles, additional formatting options-special alignment, special cell borders, special cell shades protecting cells. Conditional formatting, tab colours help, separate worksheets.</p> <p>Using Charts, Creating custom charts (graphs), Choosing the chart type, selecting date for chart, modifying the chart, Making a quick presentable and easily interpretable chart.</p> <p style="text-align: center;"><b>PRACTICAL</b></p> <p>Key-Board Operations -Speed test of 30 wpm-10 minutes (300 words/1500 strokes)</p> <p>Personal letters of 180-200 words in MS Word</p> <p>Creating a spreadsheet with at least 5-6 columns and 6-8 rows including main heading, column headings, calculation (max, min, sum, average or simple arithmetic operations) formatting and page setting, saving and printing the spreadsheet.</p> <p style="text-align: center;"><b>11.05.2016-30.06.20 16-On-The-Job-Training</b></p>
July 2016	<p><b>PART-I TYPOGRAPHY</b></p> <p><b>Official Correspondence and its types</b></p> <p><b>Meaning, Office Memorandum, Office Order, DO letter, Circulars and Office</b></p> <p><b>Note</b></p> <p><b>PART-II COMPUTER APPLICATION</b></p> <ul style="list-style-type: none"> <li>• Power Point</li> <li>• Power Point Presentations, Understanding presentations and slides, creating a new presentation-the auto content wizard and presentation design, creating presentations</li> </ul>

	<p>using design templates.</p> <ul style="list-style-type: none"> <li>• Editing and arranging presentations using the outlines-adding and importing new items, promoting and demoting elements.</li> </ul> <p style="text-align: center;"><b>PRACTICAL</b></p> <ul style="list-style-type: none"> <li>• One official/Business letter of 180-200 words in MS-Word.</li> <li>• Practice of typing official and Business letter in MS-Word.</li> <li>• MS- PowerPoint</li> <li>• Creating a presentation with at least 7-8 slides including Bulleted points, insertion of picture/clip arts, slide, transition effects and custom, Animation, saving and printing the presentation.</li> </ul>
August 2016	<p><b>Part-I Typography</b></p> <p><b>Manuscript</b></p> <p>Proof correction signs, list of abbreviations.</p> <ul style="list-style-type: none"> <li>• 01-09-2016 to 07-09-2016- Revision</li> <li>• 08-09-20 16 to 22-09-2016 SA-I</li> <li>• 23-09-20 16 to 30-09-2016 Paper Discussion</li> </ul>
October 2016	<p style="text-align: center;"><b>THEORY</b></p> <ul style="list-style-type: none"> <li>• Powerpoint advance features.</li> <li>• Modifying presentation, editing individual slides-putting comments in your presentations, adding text and text boxes, moving and rotating text, adding pictures.</li> <li>• Animating your presentations using power points slide show-timed transitions, transition effects, setting up</li> </ul>

	<p>shows, rehearsing slide show. Voice narration, using action buttons, introducing animation schemes, customizing animation.</p> <p><b>Internet and Security</b></p> <ul style="list-style-type: none"> <li>• Finding information from the web using popular internet search engines like Google, Yahoo, Rediff, Lycos, India times, E-commerce and e-business, E-Mails</li> </ul> <p><b>08-10-2016 to 11-10-2016 - Autumn Break</b></p> <p><b>PRACTICAL</b></p> <ul style="list-style-type: none"> <li>• Creating a presentation and saving and printing the presentation</li> <li>• Practical file.</li> <li>• Should contain at least 10 printouts of spreadsheets and 10 printouts of presentations created over the year verified by the teacher.</li> </ul>
November 2016	<p><b>THEORY</b></p> <ul style="list-style-type: none"> <li>• E-mail management Opening e-mail accounts using popular sites offering free email services like Yahoo, Google, Rediffmail, India Times, Hotmail etc, composing a message. formatting text. selecting the e-mail message format, add a signature, sending and receiving e-mails with/without attachment, reading e-mail, replying to email, printing an email deleting e-mail, forwarding an email, creating folder, labels for archiving e-mails.</li> </ul> <p><b>Computer Virus</b></p> <ul style="list-style-type: none"> <li>• Computer Virus Versus Biological virus, virus classification boot sector virus, companion virus, e-mail virus, logic bomb, macro virus, Cross-site, scripting virus. Worm and trojan. Effects of computer virus the</li> </ul>

	<p>vulnerability of operating systems to virus, protection from virus and use of popular antivirus software.</p> <p style="text-align: center;"><b>PRACTICAL</b></p> <ul style="list-style-type: none"> <li>• E-mail</li> <li>• Practice of opening e-mails accounts using popular sites offering free email services like Yahoo, Google, Rediffmail, India Times, Hotmails etc.</li> </ul>
December to March	<ul style="list-style-type: none"> <li>• 01-12-2016 to 07-12-2016 - Revision</li> <li>• 08-12-20 16 to 19-12-20 16- Mock Test</li> <li>• 20-12-20 16 to 30-12-20 16- Block Teaching</li> <li>• 31-12-2016 to 15-01-2017 – ‘On the job Training’ (Winter Break)</li> <li>• 16-01-2017 to 30-01-2017 - Pre-Board</li> <li>• 01-02-2017 to 28-02-2017 - Annual Practical Exams and Pre-Board Question Paper Discussion</li> </ul>
March	<b>Board Exam</b>