



<b>Department:</b>	Computer
<b>Subject:</b>	Computer
<b>Class:</b>	Grade 7

<b>Subject Details</b>		
<b>Weekly time Allotted</b>	1 Period per week (Module System)	
<b>Coefficient</b>	/10	
<b>Grade Distribution</b>	<b>Test</b>	50%
	<b>Class Participation / Group Work</b>	10%
	<b>Class Work</b>	40%

<b>Learning Outcome and Description</b>
<b>MS-Windows 7</b> Add toolbars to the desktop, explore hierarchy system in Windows Explorer, use recycle bin, and explore My Computer.
<b>MS-Word 2010</b> MS-Word interface, create and save documents, select text, spell check, undo and redo actions, insert picture from Google, setup a page, cut text, format text, format paragraphs, use format painter, find and replace text, create headers and footers, create passwords, print preview/print, add special symbols, apply bullets and numbering, apply columns, create and format a table, calculate in a table, insert and format clip arts & pictures, order and wrap.
<b>MS-Excel 2010</b> Navigate Excel, select cells & multiple cells, manipulate columns and rows, create a formula, AutoSum, AutoFill, fill command, format values, cells and borders, sort a database, filter a database, protect cells, conditional formatting, link and consolidate worksheets, insert, edit and delete a comment, create, edit and, delete a chart.
<b>Email Account</b> Create a Gmail Account, how to send an email, and email a document or other media.