

**SYLLABUS (HIC)
COMPUTER SCIENCE
For Class-XI**

CONTENT SCOPE AND ACTIVITIES

1. Basic concept of information technology

- Hardware
- Input/output devices
- Scanners
- Printer
- Key board
- Mouse
- Microphone
- Memory
- Plotters

2. Disk Operating System

- Internal and external commands
- CLS, Time, Date, DIR, DIR/P, DIR/NV
- DIR/O, DIR/AD, DIR/A-D, DEL, MD, RD, CD, Copy, REN.
- Format
- F.Disk
- X-Copy
- Deltree

3. Micro Soft Windows 2000

Detail study of the following topics:

- Search
- Setting
- Documents
- My computer
- Program
- Windows explorer
- Dos prompt
- Accessories
- Paint
- Shut down

4. Typing Soft Ware

Typing tutor (only English typing)

5. Micro Soft

- Word installation

Micro soft word topics:

- Documents preparation and saving

9/21

- Open and existing documents
- Open blank documents
- Save as an existing documents

6. **Editing**

- Replacing text
- Searching text
- Find and Replace
- Cut -copy and paste. Undo- Redo

7. **Formation**

- Selection of suitable font
- Selection of suitable font size. Bold, italic and underline
- Character spacing
- Bullets and numbering

8. **Page Set Up**

- Page header and footer
- Foot note
- Page numbering

9. **Table**

- How to make a table
- Text within table
- Changes
- A new row
- Add new column
- Inserting and deleting cells, rows and columns. Split row, cell or column
- Delete table

10. **Printing**

Printing documents with different options

Practicals

1. Developing Typing Speed in MS-Word
2. 15 Assignments in MS-Word

Prescribed Textbook

A Textbook of Computer Science for Class XI and XII
Published by: National Book Foundation