

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

Note: More emphasize will be given on practical aspect.

- 1. Typing**
 - Inpage

- 2. Micro Soft Excel**
 - Worksheets
 - Charts
 - Paragraph: charts
 - Line graphs
 - Functions
 - Formulas
 - Reports

- 3. Corel Draw**
 - Graphic/Suite
 - Drawing
 - Fonts and Clip Arts
 - Special Effects
 - Multipage Documents
 - Vector Graphic Editor

- 4. MS Power Point**
 - Presentation
 - Slide Show
 - Design Templates
 - Movie Clips
 - Sound Clips

MS Excel (Practical)

1. All the Menus of MS Excel
2. 20 Assignments in MS Excel

MS Access:

- | | |
|-------------------------|-------------------|
| 1. What is Database? | 2. Type of Data |
| 3. Creating of Database | 4. Input Data |
| 5. Creating Reports | 6. Creating Forms |

Prescribed Textbook

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