



Dear parents  
Greetings of the day

To help you and your child stay organized and prepared, we are sharing the **15 DAYS** planner. Please take a moment to review it with your child. So that you can be aware of your child's class work.

Additionally, we are sending you a short video guide on how to **Login ICT account**. This video will walk you to go through with the Login process and show you how to help your child access and revise their projects.

Tool Used	Word
	Download Link:- <a href="https://microsoft-word.en.softonic.com/windows">https://microsoft-word.en.softonic.com/windows</a>
<b>Introduction to Word</b>	A word processing application to create and edit letters, articles, newsletters, flyers, and any other text-based document.
<b>Project-1</b>	<b>Festivals</b>
<b>Details</b>	<ul style="list-style-type: none"><li>• To Search for information on festivals of India</li><li>• To record information and images of various Indian festivals</li></ul> 
<b>Project-2</b>	<b>Encyclopedia</b>
<b>Tool Used</b>	<b>Concept Learning</b>
<b>Details</b>	<ul style="list-style-type: none"><li>• Focus on Learning new commands copy, paste, cut, rename And delete</li></ul> 