

NAVODAYA VIDYALAYA SAMITI

SUBJECT: COMPUTER

CLASS : VII

Month.	No. of Days	No.of periods	Weightage of Marks for Unit/Chapter	Units/Subunits/Topics/Chapters to be Covered	Details of Activity/Practical Projects
April 22	08	10 M		<p>INTRODUCTION TO NETWORK</p> <ul style="list-style-type: none"> a) What is a network? b) Types of Network c) What is Network Cabling? d) Types of cables used in networks e) Computer network components <p>INTRODUCTION TO INTERNET</p> <ul style="list-style-type: none"> a) What is an internet? b) Applications of internet. 	<p>Learn about different types of cables used in networking. For example, the students can observe and understand the types of cables used in Computer lab for networking. Differentiate between World Wide Web and internet.</p>
PWT-01/UT- 01 (26-29 APRIL 2024)					
JULY 27	08	continue		<p>INTRODUCTION TO INTERNET</p> <ul style="list-style-type: none"> a) Web Browsers b) Search engines. c) World Wide Web. d) Saving information from internet. <p>WORKING WITH EXCEL</p> <ul style="list-style-type: none"> e) Introduction workbook & Worksheet use in day to day life. f) Steps to start excel g) Components of excel screen h) Various data types 	<p>Assignment:</p> <p>Prepare a Word document, download pictures and data from internet and paste in this document</p> <p>Open an Excel work book and do the following work:-</p> <ul style="list-style-type: none"> • Name the excel work book • Create different sheets in it

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AUGUST	22	08	20 M 10 M	WORKING WITH EXCEL (Cont.) Table Creating in MS Excel a) Cell reference in MS Excel b) Functions in MS Excel c) Sorting of Data in MS Excel d) Filtering Data in MS Excel e) Conditional Formatting f) Protection of Workbook & Worksheet WORKING WITH POWER POINT • What is power point? • Insert a new slide. • Insert an image. • Word art. • Audio and video. • Transitions in slide. • Custom animations	• Rename all the sheets • Prepare a table which consists of marks of 25 students • Do format • Protect the workbook • Prepare a power point presentation and include all the listed activities
PWT-02/ UT- 02 (08-10 AUG 2024)					

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SEPTEMBER	15	4	10 M	ELECTRONIC MAIL: <ul style="list-style-type: none"> • Advantages and disadvantages of social media/sites • Creating Gmail Account • Features of Gmail Account • Compose Mail • Upload & Attachment • Downloading • Forwarding and Reply • Recipient 	Students have to create their email id. Open their Email-Id , attach documents and send mail to their friends
MID TERM (23 SEPT TO 04 OCT 2024)					
OCTOBER	22	06	10 M	GOOGLE DRIVE: <ul style="list-style-type: none"> • Create new folder • New file upload • New folder upload • Google sheet • Google form • How to create a sharable link? • Remove a file from Google drive 	<ul style="list-style-type: none"> • Open the Gmail-id, • Open the Google drive and do all the given activities.

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NOVEMBER	26	08	10 M	COMPUTER SECURITY: <ul style="list-style-type: none"> a) Threats to Computer b) Virus and its Types c) Antivirus d) Software and Types of Software e) Firewall and its use f) Cyber Crime g) Backup and Restore h) Cyber Law and its importance 	Prepare a power point presentation about cyber safety and security
DECEMBER	20	04	10 M	MULTIMEDIA-I: <ul style="list-style-type: none"> • Introduction to Multimedia • Definition and use of Multimedia • Hardware and Software Required • Media Player • How to open and use • Sound Recorder 	Prepare an assignment about multimedia and its use.
PWT-03/ UT -3 (12-14 DEC 2024)					
JANUARY	14	06	10 M	MULTIMEDIA-II: <ul style="list-style-type: none"> a) Movie Maker b) Inserting Image c) Setting Timeline d) Publishing Movie 	Open internet , download and install a movie maker software, and work on it
FEBRUARY	REVISION				
PWT-04/UT-4 (06-08 FEB 2025)					

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TERM-END EXAM (17-28 MARCH 2025)					
Note: For Term-II/Yearly-Exam Note: For Term-II/Yearly-Examination Question-Paper consisting of 10% of 1st term covering significant topics plus entire syllabus of 2 nd Term.					