

**MAHARAJA AGRASEN MODEL SCHOOL
CD BLOCK, PITAMPURA, DELHI
MONTH WISE SYLLABUS BREAK UP FOR SESSION 2017-18
CLASS - II**

SUBJECT- ENGLISH

Learning Objectives

- To develop and integrate the use of four language skills i.e. listening, speaking, reading and writing. To enable the learners to express themselves creatively and imaginatively.
- To enable the learners to explore sufficient opportunities for appropriate use of language in different situations.
- Develop an understanding of language as an instrument for basic interpersonal communication. To develop interest in and appreciation of literature.

Recommended Text books:

- a. Celebrate Part 2 (Literature) c. Cursive Strokes
b. Cornerstone Part 2(Grammar) Publisher : Pinnacle India

Publisher: Longman Pearson

Appraisal I - April 10, 2017 to August 18, 2017

Appraisal II - August 21, 2017 to November 24, 2017

Appraisal III - November 27, 2017 to March 2018

Assessment Criteria: The students will be assessed for reading, recitation, conversation, handwriting, spellings, comprehension and writing skills.

Month	Literature	GRAMMAR	Language Activity
April	1.TheMonkey Orchestra 2.Frogs at School (Poem)	Vowels &Consonants(Ch-1) A/An/The (Ch-14) Opposites (pg92)	1)Picture Comprehension 2)Sentence formation 3)Development of conversational skills (pg-10 of Cornerstone)
May	3.Sunil & Anil learn a Lesson	Nouns-Common and Proper (Ch-4) Nouns (Singular/Plural)(Ch-5) Nouns (Male & Female) (Ch-6)	1)Story completion using pictures (Cornerstone pg-11) 2)Picture Composition
July	4.The Arc of Colours	This/ That/ These/ Those (Ch-13) Pronouns (Ch-8) More on Pronouns (Ch-9)	1)Comprehension (Cornerstone pages-9 and 25) 2)Picture composition

August	5.Rhinos Purple, Hippos Green (Poem) 6.Elephants	Adjectives- Ch-10 Comparison- Ch-11 More about Adjectives Ch-12	1)Description Writing 2)Knowing more about your house and neighbourhood (Cornerstone pages 16,28,29,48)
September	7.The Parade 9. Mice (Poem)	Is/am/are/Was/were (Ch-16) Punctuation (Ch- 3)	1)Story Discussion (Cornerstone pages- 41,42) 2)Unseen Passage
October	8.Rita's Nest	Sentence (Ch-2) Verbs- (Ch-15) Present Tense (Ch-17)	1)Matching activities based on a)homes of birds & animals b) action words (Cornerstone pages- 46,47,58)
November	10. The Magic Porridge Pot	Prepositions (Ch-22) Conjunction (Ch23) Possession (Ch-7) Verbs (Ch-20) Has/Have/Had (Ch-19)	1) Paragraph completion (Cornerstone pg-69) 2) Comprehension (Cornerstone pg-68) 3)Paragraph Writing
December	11. The Good Seed 12. My Garden (Poem)	Simple Past(Ch-18) Adverb (Ch-21)	1)Learn about polite words(Cornerstone pg- 37,100,101) 2)Know about sound of animals(Cornerstone pg- 81) 1)
January	13. The Fox & the Crocodile	Asking Questions(Ch-24)	1)Sequencing a story (Cornerstone pg-85) 2)Conversation regarding how to tell time. (Cornerstone pg70) 3)Unseen passage

February	14. The Boy Who Cried Wolf 15. I Wonder (Poem)	Question Words (Ch-25) REVISION	1) Answering simple wh – questions.(Cornerstone pg-82) 2) sequencing a story . (Cornerstone pg-93,94) 3) Letter Writing (Cornerstone pg-102,103)
March	READING TIME	RECAPITULATION OF ALL THE TOPICS	Vocabulary Enhancement (Cornerstone pg-104)

SYLLABUS ACCORDING TO APPRAISALS

APPRAISAL 1 (April10,2017 to August18,2017)

CYCLE TEST-1

DATE-APRIL24,2017

CYCLE TEST-2

DATE-July10, 2017

<p><u>TOPICS</u> 1)LITERATURE(CELEBRATE)- Lesson-1 2)GRAMMAR (CORNERSTONE) – a)Vowels and Consonants b)Use of a/an/the c) Opposites (Lesson-1,14 and page-92) 3)PICTURE COMPREHENSION</p>	<p><u>TOPICS</u> 1)LITERATURE(CELEBRATE)- Lesson-3 2)GRAMMAR (CORNERSTONE) – a) Nouns- (Common &Proper) b) Nouns (Singular/Plural) c) Nouns (Male & Female) (Lesson-4,5and 6) 3)PICTURE COMPOSITION</p>
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APPRAISAL 2 (AUGUST21,2017 to NOVEMBER24,2017)

CYCLE TEST-1

DATE-SEPTEMBER 4,2017

CYCLE TEST-2

DATE-OCTOBER23, 2017

<p>1)LITERATURE(CELEBRATE)- Lesson-6 2)GRAMMAR (CORNERSTONE) - a)This/That/These/Those b) Pronouns c)Adjectives d)Comparison (Lesson- 8, 10,11, 13) 3)DESCRIPTION WRITING</p>	<p>1)LITERATURE(CELEBRATE)- Lesson-8 2)GRAMMAR (CORNERSTONE) – a) is/am/are/Was/were b) Punctuation c)Sentence d) Verbs e) Present Tense (Lesson-2,3,15,16,17) 3)UNSEEN PASSAGE</p>
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APPRAISAL 3 (NOVEMBER 27,2017 to MARCH 2018)

CYCLE TEST-1

DATE-DECEMBER 4,2017

CYCLE TEST-2

DATE-FEBRUARY 26, 2018

<p>1)LITERATURE(CELEBRATE)- Lesson-10 2)GRAMMAR (CORNERSTONE) a) Prepositions b)Conjunction c) Verbs d) has/have /had (Lesson- 19,20,22,23) 3)PARAGRAPH WRITING</p>	<p>1)LITERATURE(CELEBRATE)- Lesson-13 2)GRAMMAR (CORNERSTONE) – a)Simple Past b) Adverb c)Asking Questions d)Question Words (Ch-25) (Lesson-18,21 ,24,25) 3)UNSEEN PASSAGE 4)PARAGRAPH WRITING</p>
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कक्षा - द्वितीय
विषय - हिन्दी

शिक्षण उद्देश्य -

- उच्चारण शुद्ध, स्पष्ट, सुश्रव्य तथा भावानुकूल बनाना।
- शुद्ध पढ़ने और लिखने की योग्यता प्रदान करना।
- वार्तालाप में दक्षता हासिल करना।
- अपने भावों एवं विचारों को प्रभावशाली ढंग से अभिव्यक्त करना।
- मौखिक और लिखित अभिव्यक्ति का विकास करना।
- जीवन में नैतिक मूल्यों का विकास करना।

पाठ्यपुस्तक - बरखा भाग - 2 (गीता पब्लिशिंग हाउस)

मूल्यांकन विधि -

विद्यार्थियों का पठन-पाठन, कविता, संवाद, सुलेख, कॉपी कार्य, वर्तनी, व्याकरण, गद्यांश व अनुच्छेद लेखन के आधार पर मूल्यांकन किया जाएगा।

सत्र	महीना	पाठ्य-पुस्तक बरखा	व्याकरण	शब्द संपदा	रचनात्मक कार्य
प्रथम 01.04.2017 से 18.08.2017	अप्रैल	पाठ-1 वसंत ऋतु (कविता)	विलोम शब्द	नए शब्द	वसंत ऋतु के चित्र के माध्यम से वाक्य रचना
		पाठ-2 परसराम का सपना	वचन	शुद्ध वर्तनी	चित्र वर्णन
		पाठ-3 छुपम छुपाई	गिनती 1 से 10 तक	शब्द अर्थ	
			वाक्य रचना	श्रुतलेख	
	मई	पाठ-4 चाँद की सैर	रेफ और पदेन के शब्द	नए शब्द	अंतरिक्ष में जाने वाले किसी एक व्यक्ति का चित्र चिपकाकर उसके बारे में वाक्य रचना
		झूला - कविता	लिंग	शुद्ध वर्तनी	
			वाक्य रचना	शब्द अर्थ श्रुतलेख	
	जुलाई	पाठ-5 चतुर मेमना	संज्ञा	नए शब्द	वर्ग पहेली
		पाठ-6 हमारे त्योहार	वाक्य रचना	शुद्ध वर्तनी	गद्यांश
		त्योहार आए खुशियाँ लाए - कविता	— और ँ के शब्द	शब्द अर्थ	
			विलोम शब्द	श्रुतलेख	

सत्र	महीना	पाठ्य-पुस्तक बरखा	व्याकरण	शब्द संपदा	रचनात्मक कार्य
द्वितीय 21.08.2017 से 24.11.2017	अगस्त	पाठ-7 सफाई	वाक्य रचना	नए शब्द	अपठित गद्यांश
		पाठ-8 खाओ बढ़िया खाना (कविता)	सर्वनाम	शुद्ध वर्तनी	देखो और बोलो
			विलोम शब्द	शब्द-अर्थ	
			द्वित्व व्यंजन	श्रुतलेख	
	सितंबर	सब्जीवाला आया (कविता)	वाक्य रचना	नए शब्द	शब्द - श्रृंखला
		पाठ-9 ईसाफ	गिनती 1 से 20 तक	शुद्ध वर्तनी	कहानी - श्रवण अभिनय द्वारा
			वचन	शब्द अर्थ	
			सर्वनाम	श्रुतलेख	
	अक्टूबर	पाठ-10 दादाजी का चश्मा	वाक्य रचना	नए शब्द	अनुच्छेद लेखन
		हा-हा-ही-ही (पृष्ठ 77)	संज्ञा	शुद्ध वर्तनी	संवाद - वस्तु खोने पर बच्चों के बीच बातचीत
		पाठ-12 बिजली चमके (कविता)		शब्द अर्थ	
				श्रुतलेख	

सत्र	महीना	पाठ्य-पुस्तक बरखा	व्याकरण	शब्द संपदा	रचनात्मक कार्य
तृतीय 27.11.2017 से मार्च 2018	नवंबर	पाठ-11 जमकर चमको, बरसो	वाक्य रचना	नए शब्द	चित्र वर्णन
			विशेषण	शुद्ध वर्तनी	शब्द - सीढ़ी
			गिनती 1 से 25 तक	शब्द अर्थ	
			लिंग	श्रुतलेख	
	दिसम्बर	पाठ-13 जन्मदिन	वाक्य रचना	नए शब्द	वर्ग पहेली
			वचन	शुद्ध वर्तनी	पर्ची खोल मर्जी से बोल
			विलोम शब्द	शब्द अर्थ	
				श्रुतलेख	

	जनवरी	पाठ-14 निडर बच्चा	वाक्य रचना	नए शब्द	देखो और बोलो
			संज्ञा	शुद्ध वर्तनी	
				शब्द - अर्थ	
				श्रुतलेख	
	फरवरी	पाठ-15 जो मैं होता (कविता)	वाक्य रचना	नए शब्द	चित्र तथा संकेत बिंदु की सहायता से कहानी बनाना
			सर्वनाम	शुद्ध वर्तनी	
		पाठ-16 तिरंगा	विशेषण	शब्द अर्थ	अपठित गद्यांश
				श्रुतलेख	
मार्च	बूझो तो जानें (पृष्ठ संख्या 108, 109)	सभी विषयों की पुनरावृत्ति		शब्द सीढ़ी, शब्द श्रृंखला	

सत्र	चक्रीय परीक्षा	पाठ्य-पुस्तक बरखा	व्याकरण
प्रथम (01.04.2017 से 18.08.2017)	I (01.05.2017)	पाठ-2 परसराम का सपना	विलोम शब्द, वचन, वाक्य रचना, गिनती 1 से 10, चित्र वर्णन
	II (17.07.2017)	पाठ-4 चाँद की सैर	संज्ञा, लिंग, रेफ और पदेन के शब्द, 'और' के शब्द, वाक्य रचना, गद्यांश

द्वितीय (21.08.2017 से 24.11.2017)	I (11.09.2017)	पाठ-7 सफ़ाई	सर्वनाम, विलोम शब्द, वाक्य रचना, द्वित्व व्यंजन, अपठित गद्यांश
	II (30.10.2017)	पाठ-10 दादाजी का चश्मा	वचन, संज्ञा, सर्वनाम, वाक्य रचना, गिनती 1 से 20, अनुच्छेद

तृतीय (27.11.2017 से मार्च 2018)	I (11.12.2017)	पाठ-11 जमकर चमको - जमकर बरसो	लिंग, वचन, विलोम शब्द, विशेषण, गिनती 1 से 25, वाक्य रचना, चित्र वर्णन
	II (01.03.2018)	पाठ-14 निडर बच्चा	संज्ञा, सर्वनाम, विशेषण, वाक्य रचना, अपठित गद्यांश

SUBJECT – MATHEMATICS

Learning objectives-

- To provide maximum opportunities to the children to independently participate in group activities.
- To develop problem solving and analytical skills.
- To apply the concepts in their daily life.

Recommended Textbooks

- Longman Active Maths 2
Publisher : Pearson Longman
- New Enjoying Mathematics
Publisher : Oxford University Press

Assessment Criteria: The students will be assessed on the basis of Cycle tests conducted in each appraisal and regular activities performed.

Appraisal 1 (April 10, 2017 to August 18, 2017)

Appraisal 2 (August 21, 2017 to November 24, 2017)

Appraisal 3 (November 27, 2017 Till session ends)

MONTHLY SYLLABUS BREAKUP

Month	Chapter	Topic	Sub Topics	Activities
April	Ch-1	Numbers upto 99 Tables 2 to 5	<ul style="list-style-type: none">• Number names• Place value• Even and odd numbers• Ordinal numbers	Activity based on ordinal numbers
May	Ch-15	Patterns Tables 2 to 5	<ul style="list-style-type: none">• Patterns in shapes• Patterns in numbers• Patterns around us	<ul style="list-style-type: none">• Make a pattern of your choice
July	Ch-2 Ch-13	Addition upto 99 Time	<ul style="list-style-type: none">• Properties of addition• Addition of two digit numbers• Word problems• Days of a week	<ul style="list-style-type: none">• Activity using stickers Make calendar of a given month

	Mental Maths Ch-2,10	Tables 2 to 6	<ul style="list-style-type: none"> • Calendar and months of a year • Yesterday , today and tomorrow • Longer and shorter duration 	
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August	Ch-7 Mental Maths Ch-1,5	Numbers 100 to 1000 Tables 2 to 7	<ul style="list-style-type: none"> • Place value • Ascending/descending order • Expanded/short form • After/before/between 	<ul style="list-style-type: none"> • Form greatest and smallest numbers using number card digits
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September	Ch-3 Mental Maths Ch-3	Subtraction Tables 2 to 7	<ul style="list-style-type: none"> • Properties of subtraction • Subtraction of two digit number • Word problems 	Activity given on page 44 of the book
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October	Ch-12 Mental Maths Ch-8	Measurement Tables 2 to 8	<ul style="list-style-type: none"> • Standard and non-standard units of measuring length, weight, capacity 	<ul style="list-style-type: none"> • Paste wrappers of things sold in metres, grams and litres
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November	Ch-5 Ch-9 Ch-4 Mental Maths Ch-4,7	Multiplication More on Multiplication Mental Arithmetic Tables 2 to 8	<ul style="list-style-type: none"> • Properties of multiplication • Multiplication as repeated addition • Multiplication in column form • Word problems • Addition and subtraction of 2 single digit number 	<ul style="list-style-type: none"> • To show multiplication as repeated addition using similes
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December	Ch-10 Ch-6 Mental Maths Ch-9	Shapes and lines Division Tables 2 to 9	<ul style="list-style-type: none"> • Solid and plane shapes • Straight and curved lines • Division as repeated subtraction • Equal sharing • Division using multiplication tables 	<ul style="list-style-type: none"> • Draw a figure using straight and curved lines • Division by equal sharing using eatables
January	Ch-8 Ch-14 Mental Maths Ch-6,12	Addition and Subtraction Data Representation Tables 2 to 10	<ul style="list-style-type: none"> • Addition and subtraction of 2-digit and 3-digit numbers • Collection and representation of data 	<ul style="list-style-type: none"> • Data representation using origami sheets
February	Ch-11 Mental Maths Ch-11	Money Tables 2 to 10	<ul style="list-style-type: none"> • Relationship between rupee and paisa • Combination of different amounts 	<ul style="list-style-type: none"> • Dramatisation of a scene of a shop
March	Completion of Assessment Work			

Appraisal 1

Cycle 1: (8.05.17)

Ch-1 (Numbers upto 99)

Tables 2 to 5

Cycle 2: (24.07.17)

Ch-15 (Patterns)

Ch-2 (Addition upto 99)

Tables 2 to 6

Appraisal 2

Cycle 1: (18.09.17)

Ch-13 (Time)

Ch-7 (Numbers 100 to 1000)
 Ch-3 (Subtraction upto 99)
 Tables 2 to 7

Cycle 2: (6.11.17)

Ch-12 (Measurement)
 Ch-5 (Multiplication)
 Tables 2 to 8

Appraisal 3

Cycle 1: (18.12.17)

Ch-9 (More on Multiplication)
 L-10(Shapes and lines)
 L- 4 (Mental Arithmetic)
 Tables 2 to 9

Cycle 2: (05.03.18)

Ch-6 (Division)
 Ch-11 (Money)
 Ch-14 (Data Representation)
 Tables 2 to 10

SUBJECT- OUR SURROUNDINGS

Learning objectives-

- To provide maximum opportunities to the children to observe things independently participate in group activities.
- To create awareness and sensitivity among the children towards the environment and its preservation.
- To emphasize the importance of healthy food, hygiene and physical exercise.
- To inculcate healthy habits and human values among the children.

Text book : My Green World Part 2

Publisher : Millennium Book source Private Limited

- Assessment Criteria: The students will be assessed on the basis of the worksheets and activity performance.

Appraisal – I [April 10, 2017 - August 18 2017]	Month	Chapters	Topic	Sub topics		
	April	1		Body and Health	<ul style="list-style-type: none"> • Different parts of body • Uses of different body parts 	Drawing of different body parts
		2		Inside My Body	<ul style="list-style-type: none"> • Internal organs • Sense organs 	Pasting of pictures of internal organs

	May	7	Places of Worship	• Different Places of Worship	Name and paste pictures of a famous temple, church, mosque and gurudwara
	July	3	Family	• Types of Family	Draw your family tree
		4	Houses We live in	• Different types of houses	Making of igloo using birthday cap and cotton
	August	5	Food We Eat	• Different types of food	Activity : Divide the food items into different groups
		6	Clothes We Wear	• Natural And Man Made Fibres	Paste picture of traditional clothes of
	September	8	People Who Help Us	• Different Helpers	Paste picture of any one famous personality and write a few lines on him /her.
		1 2	Plants and Animals around us	• Different types of plants and animals • Plant and animal products	Paste picture of any one medicinal plant and write its uses.
	October	9	Neighbourhood Services	• Useful services in neighbourhood	Paste picture of any five important neighbourhood service in your area and write information about it like phone no.,timings,services
		1 7	Games We Play	• Indoor games • Outdoor games	Paste picture of any one famous Indian player and write a few lines on it.

Appraisal – III [November 24, 2017 – March 2018]

		1 1	Weather And Seasons	<ul style="list-style-type: none"> • Different seasons in a year 	Name and paste pictures of any five things related to your favourite season	
	December	1 3	Earth and Its Neighbours	<ul style="list-style-type: none"> • Natural things • Man-made things • Heavenly bodies 	Paste pictures of any three famous astronauts.	
		1 5	Means of Communication	<ul style="list-style-type: none"> • Different means of communication 	Make a beautiful card for your mother, put it in an envelope Write	
	January	1 4	Save The Earth	<ul style="list-style-type: none"> • Save natural resources 	Write a slogan on 'SAVE EARTH'	
	January	1 0	Map Of India	<ul style="list-style-type: none"> • States and capitals 	Quiz: States and capitals	
			1 6	Transport And Safety	<ul style="list-style-type: none"> • Means of transport • Safety rules 	Draw road signs
	March			Revision		

SYLLABUS FOR APPRAISAL TEST

CLASS:II

SUBJECT:EVS

APPRAISAL I

CYCLE I(12-517)

UNIT-1 Body and Health

UNIT-2 Inside my body

UNIT-7 Places of worship

APPRAISAL –II

CYCLE I (25-9-17)

UNIT-5 Food We Eat

Unit-6 Clothes We Wear

APPRAISAL III

CYCLE I (21-12-17)

UNIT-17 Games We Play

UNIT-13 Earth And Its Neighbours

CYCLE II(31-7-17)

UNIT-3 Family

UNIT-4 Houses We Live In

CYCLE-II(13-11-17)

UNIT-11 Weather And Seasons

UNIT-12 Plants And Animals Around Us

CYCLE-II(8-3-18)

UNIT-14 Save The Earth

UNIT-15 Means Of Communication

UNIT-16 Transport And Safety

SUBJECT–COMPUTER SCIENCE

Learning objectives

- To strengthen technical knowledge.
- To develop creativity and the ability to showcase one's own talent.
- To develop abilities related to thinking skills and problem solving.
- To improve the competitiveness among the students

Text Book: IT PLANET My Bits & Bytes Windows 8.1 & Office 2013 **2**

Author: Mr. Harsh Arora and Mr. Davinder Singh Minhas

Publisher: PMP Publishers Pvt Ltd.

Assessment Criteria: The students will be assessed on the basis of the worksheets and practical performance.

	Month	Chapters	Topic	Sub topics	Practical
Appraisal – I [April 1, 2017 - August 18, 2017)	April	1	Computers and its Types	<ul style="list-style-type: none"> • What is a Computer? • Types of Computers • Explaining Super Computer, Desktop Computer, Laptop Computer, Tablet PC, • Smartphone 	* Lab Activity given on page no. 9. * Notepad
	May	2	Uses of Computer	<ul style="list-style-type: none"> • Uses of Computers in various fields 	*Lab Activity given on page no. 18. Notepad
	July	3	Man Versus Computer	<ul style="list-style-type: none"> • Difference between computer and man. 	Notepad
		4	Keyboard	<ul style="list-style-type: none"> • Introduction to keyboard • Explaining the different types of keys on the Keyboard 	*Notepad *Lab activity given on page no 32
	August	5	Monitor	<ul style="list-style-type: none"> • Monitor 	Notepad

Month	Chapters	Topic	Sub topics	Practical
August	5	Monitor	<ul style="list-style-type: none"> • Monitor • Features of Monitor • Uses of Monitor 	*Lab activity given on Page no 37
September	6	Input / Output Devices	<ul style="list-style-type: none"> • Input/Output • Explaining Input Devices • Explaining Output Devices 	*Page no 48
October	7	Notepad and Calculator	<ul style="list-style-type: none"> • Notepad <ul style="list-style-type: none"> ○ Starting notepad ○ Components of notepad ○ Entering text 	*Notepad *Lab activity given on page no 61
November	7	Notepad and Calculator	<ul style="list-style-type: none"> • Calculator <ul style="list-style-type: none"> ○ Starting calculator ○ Adding/subtracting, multiplying numbers 	Calculator

Appraisal – III [November 27, 2017– March 2018]	Month	Chapters	Topic	Sub topics	Practical
	December	9	Fun with MS- Paint	<ul style="list-style-type: none"> • The Paint Screen • Rounded rectangle tool • Polygon tool, Curve tool, Text tool. • Save your image • Open your image 	<ul style="list-style-type: none"> • MS Paint • Lab activity given on page no 70
	January	8	Storage Devices	<ul style="list-style-type: none"> • Storage • Storage Devices and it's types. 	<ul style="list-style-type: none"> • MS Paint
	February	10	Tux Paint	<ul style="list-style-type: none"> • Starting Tux Paint • Opening a new Drawing • Using various tools 	<ul style="list-style-type: none"> • Tux Paint
March	9,8,10	REVISION for IA3			

INTERNAL ASSESSMENT TOOLS

	Skill	Aptitude
IA1	Notepad	Assignment
IA2	MS Paint	Assignment
IA3	Tux Paint	Assignment

Appraisal – I [April 1, 2014 - August 14, 2014]	Month	Chapters	Topic	Sub topics	Practical
	August	4 (Computer Live)	Time to Paint	<ul style="list-style-type: none"> • Tools • Edit Menu • View Menu • Image Menu 	MS Paint
	September	2 (Computer Live)	Knowing about Windows	<ul style="list-style-type: none"> • Exploring Windows XP • Desktop and its various components • Start Menu 	MS Paint WINDOWS
	October	1 (Computer Workshop)	MS Word 2007	<ul style="list-style-type: none"> • What can you do in MS Word? • Let's start MS Word 2007 • Whats special about MS Word 2007 ? • Create a new document • Save a document 	MS Word 2007
	November	1 (Computer Workshop)	MS Word 2007	<ul style="list-style-type: none"> • Open a document • Close a document • Let's play with the text 	MS Word 2007