



ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019



Session Plan / Syllabus Coverage for the Academic Year 2026-2027

Subject: Computer

Term: First Term

Name of the Subject Co-ordinator: Srija Das

Name of the Book: Let's Start With Windows 10

No. of Working Days:81

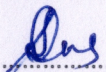
No. of Periods Available: 17

Class: 4 Sections: A, B & C

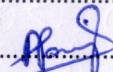
MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
April	3	First Term Begins Chapter 1- Computers- Storage and Memory device	Data and Information Basic Functions of Computers Input Devices, Processing Devices, Output Devices Storage devices Units of Memory	Explanation of the topics (Page no. 5 to 10). Exercise (Page no. 11 to 13) Fill in the blanks to be done in class. Questions and answers to be done in class.	Students will draw the chart on 'Computer Memory'..
May	2	Chapter 2- Windows 10- Desktop and File Management	Introduction Features of Windows 10 Starting Windows Start Button Files and Folders Creating a File or Folder	Explanation of the topics (Page no. 14 to 18) Write True or False to be done in the class. Demonstration to be given in class (Page no. 18, 19)	Students will turn on and shut down a computer.
June	2	Chapter 2- Windows 10- Desktop and File Management (Continued)	Opening a File or Folder Selecting Multiple Files or Folders Copying a File or Folder Moving a File or Folder Deleting a File or Folder Restore Deleted Files or Folders	Explanation of the topics (Page no. 20 to 24) Questions and answers to be done in the class. Exercise (Page no. 26 to 28)	Students will create a folder on Desktop. Then they will copy that and move that to another location.
July	5	Chapter 3- More on MS Paint	Image group Setting Drawing/ Image as Desktop Background Full Screen View	Demonstration to be given in class (Page no. 29 to 33) Questions and answers to be done in the class. Exercise (Page no. 35 to 37)	Students will use different options in Image group and set their drawings as Desktop Background.

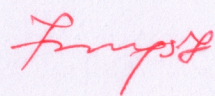
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
Kindly mention the chapters included for Terminal Examinations.

Signature of the Co-Teachers: 1.  2.

Submitted on: 05/05/26

Academic Co-ordinator: 

PRINCIPAL 


VICE PRINCIPAL



ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019



Session Plan / Syllabus Coverage for the Academic Year 2026-2027

Subject: Computer

Term: Second Term

Name of the Subject Co-ordinator: Srija Das

Name of the Book: Let's Start With Windows 10

No. of Working Days:83


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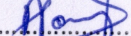
MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
August	4	Chapter 4- Paint 3D Revision of First Term Syllabus- Chapters 1,2,3 & 4	Introduction Getting started with Paint 3D Paint 3D User Interface Creating 2D images Drawing Lines and Curves with Paint 3D Drawing 3D images, 3D Doodles, 3D Models, Working with stickers, Using Text Tool, Using Effects Tool, Using Canvas Tool Revision of First Term Syllabus- Chapters 1,2,3 & 4	Explanation of the topics by showing them in computer lab (Page no. 39 to 48). Questions and answers to be done in class. Exercise (Page no. 49 to 51) Revision of First Term Syllabus- Chapters 1,2,3 & 4	Students will draw 3D images in Paint 3D.
September	1 2	Revision of First Term Syllabus- Chapters 1,2,3 & 4 First Term Examination Second Term Begins Chapter 5- MS Word 2016- Tools of Word Processor	Revision of First Term Syllabus- Chapters 1,2,3 & 4 First Term Examination Introduction Editing a document	Revision of First Term Syllabus- Chapters 1,2,3 & 4 First Term Examination Explanation of the topics (Page no. 53 to 57) Fill in the blanks to be done in class.	Students will type and edit paragraphs in MS Word.
October	3	Chapter 5- MS Word 2016- Tools of Word Processor (Continued)	Checking Spelling and Grammar Thesaurus	Explanation of the topics (Page no. 57 to 60) Fill in the blanks to be done in class. Exercise (Page no. 62 to 65)	Students will design a Notice in MS Word.
November	3	Chapter 6- Formatting a Word Document	Formatting Text Formatting Paragraph	Explanation of the topics in lab (Page 66 to 71) Questions and answers to be done in the class. Exercise (Page 73 to 76)	Students will design a page in MS Word as per the instructions given by the teacher.

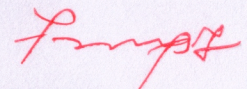
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Signature of the Co-Teachers: 1.  2.

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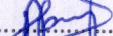
MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
December	3	Chapter 7- Introduction to MS PowerPoint 2016	Introduction, Starting MS PowerPoint 2016 MS PowerPoint Components, Creating Presentation, Working in a Slide, Saving a Presentation, Closing a Presentation, Opening an Existing presentation, Apply Indents	Explanation of the topics (Page no. 77 to 89) Questions and answers to be done in class. Exercise (Page no. 91 to 94)	Students will create a presentation in Microsoft PowerPoint and will present it.
January	4	Chapter 8- Internet	Introduction Uses of Internet Basic requirement for Internet Internet Terms Starting Internet	Explanation of the topics (Page no. 95 to 99) Exercise (Page no. 100 to 103) Questions and answers to be done in class.	Students will search for school website to collect some information given in class.
February	2	Revision of Second Term Syllabus- Chapters 5,6,7 & 8 Second Term Examination	Revision of Second Term Syllabus- Chapters 5,6,7 & 8 Second Term Examination	Revision of Second Term Syllabus- Chapters 5,6,7 & 8 Second Term Examination	
March		—	—	—	

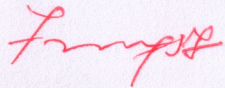
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