

Punjab Board

SYLLABUS

2024-2025

Syllabus - Computer Science

Session 2024-25

Class 7th

❖ Typing Tutor

- Introduction to Touch typing and Typing Tutor, Position of the fingers on key-board (Home Row, second row, third row, fourth row),
- Numeric key pad, Important Keys on Key-board (Spacebar, Enter key, Backspace key, Shift key, Caps Lock key, Num Lock Key)
- Tips to improve typing speed
- Proper Posture
- Suggestions for Repetitive Stress Injuries during continuous typing

❖ Windows Explorer

- **Windows Explorer**, Opening Windows Explorer, Parts of Windows Explorer (Left Pane, Right Pane), Hierarchy of locations (Favourites, Libraries, Personal Folder, Computer, Control Panel, Recycle Bin) Windows Explorer Views (Small, medium, large and extra-large icons views, Tiles Icons view, List Icons view, Details Icons view, Content Icons view)
- **Working with Files and Folders** (Selecting Items, creating a new Folder, Renaming an Item, Deleting an Item, Copying Item using copy and paste, Moving Item using cut and paste, Copy Item using send to)
- **Personalization/Customizing of Desktop** (Themes, Desktop Background, Screensaver

❖ Microsoft Word

- Introduction, What is Word Processing?, Features of Word Processing software
- Different Word processing software
- **MS Word**, Special Features of MS Word, How to Start MS Word, Parts of MS Word Window (File Menu, Quick Access Toolbar, Title Bar, Tabs, Ribbon,

Dialog Box Launcher, Ruler, Text Area, Vertical and Horizontal Scroll Bars, Status Bar, Document Views, Zoom Slider)

- Creating New Document using MS Word, Opening an existing document, Saving a New/Existing Document
- Selection of text (Using mouse, Using keyboard)
- **Home Tab:** Clipboard Group (Copy/Cut Text, Pasting Text, Format Painter), Font Group (Font face and Font size, Font styles, Font color, Text Highlight color, Text Effects, Change Text Case), Paragraph Group (Bullets and Numbering, Text Alignment, Adjusting Line Spacing, Shading), Editing Group (Find and Replace)
- Undo and Redo Commands
- **Insert Tab:** Pages Group (Page Breaks), Illustrations Group (Picture/Clip Art, Shapes, Smart Art Graphic), Header & Footer Group (Adding and removing Headers and Footers, Page Number), Text Group (Text Boxes, WordArt), Symbols Group (Using Symbols)
- **Picture Tools (Format Tab):** Adjust Group (Corrections, Color, Artistic Effect, Compress picture, Change picture, Reset Picture, Remove Background), Picture Style Group (Picture Style Gallery, Picture Border, Picture Effects), Arrange Group (Position, Wrap Text, Align, Group, Rotate), Size Group (Crop, Height and Width)
- **Page layout Tab:** Page Setup Group (Margins, Orientation, Size, Columns), Page Background Group (Water Mark, Page Color, Page Borders)
- **Review Tab:** Proofing Group (Spelling and Grammar, Word Count)
- Printing Documents
- What is Table?
- **Creating A Table:** Using Table Button, Using Insert Table Option, Using Draw Table Option,
- Entering Data in the Table
- **Modifying A Table:** Inserting Column In a Table, Inserting Rows In a Table, Insert a Cell in a Table, Deleting Columns in a Table, Deleting Rows in a Table, Deleting Cells in a Table, Deleting a Table)
- **Properties of a Table:** Alignment of a Table, Changing the size of Row, Column or Cell

- Splitting Cells, Merging Cells, Splitting Table

❖ Introduction to Multimedia

- Introduction, Component of Multimedia (Text, Sound (Audio), Images, Animation, Video)
- **Requirement for Multimedia:** Hardware requirements (Input Devices, Output Devices, Storage Devices) and software requirements
- **File Formats for Multimedia:** Text Formats, Image Formats, Digital Audio File Formats, Digital Video File Formats
- **Multimedia Presentation:** Types of Multimedia Presentation (Virtual, Slide Presentation, Web Pages)
- **Applications of Multimedia:** Education, Business Systems, Medical Services, Entertainment, Public Places, Multimedia Conferencing

❖ Storage Devices

- What is memory?, Usage of Memory
- **Type of Memory:** Primary Memory (RAM, ROM), Secondary Memory (Hard Disk Drive, External Hard Disk Drive, Floppy Disk, Magnetic Tape, CD, DVD, Pen Drive, Memory Cards)

Study Materials

aglasem.com

Model Papers

Sample Papers

Half Yearly Sample Papers

Important Resources

Periodic Table

Writing Skills / Formats

Maps of India / World

Notes

- [ ] Class 6 Notes
- [ ] Class 7 Notes
- [ ] Class 8 Notes
- [ ] Class 9 Notes
- [ ] Class 10 Notes
- [ ] Class 11 Notes
- [ ] Class 12 Notes

Books and Solutions

NCERT Books

NCERT Book Solutions

HC Verma Chapter Wise Solutions

RD Sharma Solutions

CGBSE Solutions