

## Gripping Computer Science 7

<b>Objectives</b>	<b>Chapter</b>	<b>Week</b>
To learn about the history and evolution of computer languages	1. Computer Language	Week 1
		Week 2
		Week 3
		Week 4
To learn about the basic components and features of a computer system	2. Computer Fundamentals	Week 5
		Week 6
		Week 7
		Week 8
To get awareness of viruses and protection of computers from virus	3. Computer Virus	Week 9
		Week 10
		Week 11
		Week 12
To learn about basic operations related to files and folders in a Windows computer	4. Exploring Windows	Week 13
		Week 14
		Week 15
		Week 16
To learn about paragraph styles and formatting in MS Word	5. Paragraph Formatting in MS Word	Week 17
		Week 18
		Week 19
		Week 20
<b>Conduct Mid-Term Examination</b>		
To learn about page layout and formatting in MS Word	6. Page Formatting in MS Word	Week 21
		Week 22
To learn how to use mail merge option in MS Word for effective emails	7. Mail Merge in MS Word	Week 23
		Week 24
To learn about different formulae and their uses in MS Excel	8. Excel Working with Formulae	Week 25
		Week 26
To learn about getting online and web surfing with an internet	9. Connecting to the Internet	Week 27
		Week 28
Revision of the final term	<i>Revision</i>	Week 29
		Week 30
<b>Conduct Final Examination</b>		