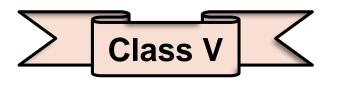
# NATIONAL PRIMTALENT OLYMPIAD EXAMINATIONS





### PERSONAL COMPUTERS and EVOLUTION OF COMPUTER

- Personal computer
- Desktop computer
- Laptops
- Palmtops
- Handheld PCs
- Tablet PCs.
- Generations of computers
- History of computers
- Characteristics of computers
- Limitations of computers
- REPEAT Command

#### **ADVANCED LOGO**

- The Turtle
- Primitives
- Some new LOGO commands
- Math with LOGO

#### **WORKING WITH WINDOWS**

- Desktop
- Files and folders
- Creating files and folders
- File Icons
- Working with files and folders
- Renaming a file or a folder
- Copying a file or a folder
- Fun with desktop
- Creating Files and Folder using Word Pad

## MICROSOFT WORD 2007 and ADVANCED FEATURES OF WORD PROCESSOR

- Features of MS Word
- Starting MS Word 2007
- Components of Ms Word window
- Creating and formatting a Documents
- Saving, Opening, Closing, Exiting a Document
- Working with Tabs
- Indent text and Margin
- Page Orientation and page size
- Find and Replace text
- Drawing tools (Shapes, Edit)
- Border and Shading

## **INTRODUCTION TO PRESENTATION**

- Quick Access toolbar
- Tools of MS PowerPoint
- Create a presentation
- Adding text and background
- Apply a theme to selected slides
- Saving, Opening, Closing and Exiting a presentation
- Run a presentation

## MULTIMEDIA

- Components of multimedia
- Installing Multimedia CD-ROM
- Windows Media Player
- Playing Games
- Multimedia Software and Uses

# LATEST DEVELOPMENTS IN THE FIELD OF IT

