Class III

CYBER

Computer fundamentals

- Parts of the Computer
- Need for computer
- Sizes of computer
- Computers at work
- Roles of Computer

Keyboard & Mouse

- Alphabet, Numeric, Function keys
- Cursor control keys
- Special keys
- Types of mouse
- Mouse actions

Computer Applications

- Entertainment
- Education
- Banks
- Railway stations and Airports
- Hospitals
- Offices
- Defence
- Designing

Introduction to MS Paint

- **Working with tools**
- **MS Paint Window**
- **How to open MS Paint**

MS- Word

- **Purpose, Components of MS-Word**
- **Creating a document**
- **Saving a Document**
- **Closing a Document**

A Computer System & GUI Operating system

- **Hardware and Software**
- **Computer memory**
- **Input and Output devices**
- **Functions of operating system**
- **Desktop and its Components**

Latest developments in the field of IT