Educational Trust Kashmir

Syllabus

Data base computer whooper publishers
syllabus weekly breakup

class 1

Suggested 12-week breakup

Week	Topic	Classwork
1	Computer—my friend	What a computer is; uses at home, school, bank, hospital
2	Computer—a machine	Natural vs man-made things; desktop and laptop
3	Uses of a computer	Drawing, music, games, learning, storing information
4	Parts of a computer	Monitor, CPU, keyboard, mouse; input and output
5	More computer parts	Printer, speaker, microphone, scanner; identifying parts
6	Do's and don'ts	Safe use, clean hands, no food/water near computer, proper shutdown.
7	Revision 1	Parts, uses, safety rules; worksheet and oral quiz
8	Using the mouse	Lek click, double-click, right-click, drag and drop
9	Using the keyboard	Alphabet keys, number keys, Spacebar, Enter, Backspace
10	Starting and shutting down	Switching on/off safely; opening and closing an application
11	Drawing on a computer	Opening Paint; drawing shapes, colouring, saving work
12	Revision 2 and assessment	Mouse/keyboard practice, parts identification, lab activity, class test

Weekly teaching pattern

- **Theory:** One short concept with pictures, real computer parts, or a demonstration
- **Lab practice:** Mouse handling, keyboard practice, opening Paint, or educational games
- **Worksheet:** Matching, labelling, colouring, tick-the-correct-answer, and fill-in-the-blanks

- **Values:** Care ofcomputer equipment, cleanliness, sharing, and safe use ofelectricity

Class 1 computer course generally covers what a computer is, its uses, parts, mouse and keyboard skills, safe handling, starting/shutting down, and simple drawing activities.

Computer 2

weekly syllabus breakup for *Data Base* Computer, Class 2 (Whooper Publishers) for the Kashmir winter zone, session 2026–27. Suggested 12-week breakup

Week	Topic	Classwork
1	Revision of Class 1	Computer parts, uses, mouse and keyboard basics
2	Computer—an electronic device	What a computer does; input–process–output in simple words
3	Uses of computers	School, home, hospital, bank, shops; advantages of computers
4	Parts of a computer	Monitor, CPU, keyboard, mouse; hardware and sokware basics
5	Input and output devices	Keyboard/mouse as input; monitor/printer/speaker as output; storage devices
6	Keyboard and special keys	Alphabet, number, Enter, Spacebar, Backspace, Shik; typing words
7	Revision 1	Computer parts, input/output devices, keyboard; worksheet and oral quiz
8	Handling the mouse	Click, double-click, right-click, scroll, drag and drop
9	Introduction to MS Paint	Opening/closing Paint; pencil, brush, eraser, shapes, colours
10	More on MS Paint	Fill colour, text tool, saving and opening a drawing; making a card
11	Files and computer care	What a file is; saving files in a folder; lab safety and clean handling
12	Revision 2 and assessment	Keyboard/mouse practice, Paint activity, theory worksheet, class test

Weekly teaching pattern

- **Theory:** One short topic with pictures, demonstration, or real computer parts
- **Lab practice:** Typing, mouse control, opening Paint, drawing, or saving a file
- **Worksheet:** Matching, labelling, true/false, fill-in-the-blanks, and short answers
- **Activity:** Draw a picture, make a greeting card, identify computer parts, or practise typing names
- **Values:** Care ofdevices, clean hands, no food/water near computers, and safe use of electricity

Class 2 computer learning commonly includes the computer as an electronic device,

input/output devices, keyboard special keys, mouse handling, MS Paint, and basic file management.

Computer class 3

weekly syllabus breakup for *Data Base* Computer, Class 3 (Whooper Publishers)

Suggested 12-week breakup

Week	Topic	Classwork
1	Revision of Class 2	Computer parts, mouse, keyboard, MS Paint basics
2	Knowing a computer	Definition, characteristics, uses; desktop, laptop, tablet, smartphone
3	Hardware and software	Hardware vs software; system software and application software
4	Input and output devices	Keyboard, mouse, scanner; monitor, printer, speakers; storage devices
5	Working with Windows	Desktop, icons, Start button, taskbar, Recycle Bin; opening/closing programs
6	Keyboard skills	Alphabet, number, function, arrow keys; Enter, Spacebar, Backspace, Shik, Caps Lock
7	Revision 1	Hardware/software, devices, Windows, keyboard; worksheet and oral quiz
8	MS Paint	Tools: pencil, brush, eraser, fill colour, shapes; drawing and saving a picture
9	More on MS Paint	Line, curve, text, zoom, select, copy/paste; making a greeting card
10	Introduction to MS Word	Opening Word; typing sentences; selecting, editing, saving a document
11	Formatting in MS Word	Bold, italic, underline; font size/colour; alignment; inserting pictures/shapes
12	Internet safety and assessment	What is the Internet; safe searching; computer-lab rules; practical test and theory revision

Weekly teaching pattern

- **Theory:** One focused concept with demonstration, chart, or real-device example
- **Lab practice:** Paint drawing, typing practice, opening/saving files, or formatting a Word document
- **Worksheet:** Matching, labeling, true/false, fill-in-the-blanks, and short answers

- **Activity:** Draw a picture, type a paragraph, make a greeting card, or practise safe internet searching
- **Assessment:** Weekly worksheet, practical task, and short oral/written check

Class 3 computer work typically covers computer fundamentals, hardware/so9ware, input/output devices, Windows, Paint, introductory word processing, and internet awareness.

Computer 4

Here is a **weekly syllabus breakup for** *Data Base* **Computer, Class 4 (Whooper Publishers)**

Suggested 12-week breakup

Week	Topic	Classwork
1	Revision of Class 3	Computer parts, hardware/sokware, Windows, Paint, Word basics
2	Introduction to Windows	Desktop, icons, taskbar, Start menu, windows; opening/closing programs
3	Files and folders	Creating, renaming, saving, opening, moving, deleting files/folders
4	Input and output devices	Keyboard, mouse, scanner, microphone; monitor, printer, speakers; storage devices
5	More about computers	History and generations of computers; types of computers; uses in daily life
6	MS Paint and multimedia	Drawing/editing pictures; text, images, audio, video; multimedia uses
7	Revision 1	Windows, files/folders, devices, Paint/multimedia; worksheet and oral quiz
8	MS Word	Creating, typing, editing, saving, opening a document; page setup
9	Formatting in MS Word	Font, size, colour, bold/italic/underline, alignment, bullets, page border
10	MS Excel basics	Workbook/worksheet, rows, columns, cells; entering text and numbers; simple formulas
11	Internet and email	Browser, website, search engine; safe browsing; email address and email safety
12	Coding, safety and assessment	Introduction to coding/logic; cyber-safety rules; comprehensive practical and theory test

Weekly teaching pattern

- **Theory:** One concept per week with demonstration, chart, or real-device example
- **Lab practice:** File handling, Word formatting, Excel data entry, Paint activity, or safe browsing
- **Worksheet:** Matching, labeling, true/false, fill-in-the-blanks, and short answers

- **Activity:** Make a formatted document, create a spreadsheet ofmarks, draw/edit a picture, or make a simple presentation
- **Assessment:** Weekly worksheet, practical task, and short oral/written check

Computer 5

Here is a **weekly syllabus breakup for** *Data Base* **Computer, Class 5 (Whooper Publishers)** for

Suggested 12-week breakup

Week	Topic	Classwork
1	Revision of Class 4	Computer fundamentals, Windows, files/folders, Word, Excel basics
2	Computer fundamentals	Input–process–output; hardware, sokware, memory, storage devices
3	Operating system and file management	Windows desktop, files, folders; creating, saving, renaming, organizing files
4	MS Word	Creating and saving documents; editing text; page layout and margins
5	Advanced MS Word	Tables, pictures, shapes, headers/footers, page border, spelling check
6	MS Excel	Workbook, worksheet, rows, columns, cells; entering data and simple formulas
7	Revision 1	Word, Excel, file management, computer fundamentals; worksheet and oral quiz
8	Advanced MS Excel	Sorting/filtering data, charts, cell formatting; making a marks sheet
9	MS PowerPoint	Creating slides, design themes, text, images, shapes; slide show
10	Advanced PowerPoint	Animations, transitions, inserting audio/video; presenting a topic
11	Internet, email and cyber safety	Browser, search engines, email; passwords, cyberbullying, safe browsing
12	Coding and assessment	Algorithms, flowcharts, block-based coding basics; comprehensive practical and theory test

Weekly teaching pattern

- **Theory:** One concept per week using demonstration, chart, or practical example
- **Lab practice:** Word document, Excel marks sheet, PowerPoint presentation, or coding activity
- **Worksheet:** Definitions, labeling, true/false, fill-in-the-blanks, and short answers
- **Activity:** Make a presentation, design a table/chart, create an email draft, or build a simple

block program

- **Assessment:** Weekly worksheet, practical task, and short oral/written check

1. Class 5 computer learning commonly includes computer fundamentals, Word page layout and tables, Excel worksheets and charts, PowerPoint graphics/multimedia, internet safety, and introductory programming/coding