

Sl. No.	Month	No.of working days	Nameofthe Chapter/Topic to be covered
	APRIL	25	1. Working with Windows 10
	MAY	14	2. Page formatting and Mail merge in Word 2016
	JUNE	18	3. Enhancing a Presentation
	JULY	26	4. Introduction to Excel 2016
	AUGUST	25	5. Editing in Excel 2016
	SEPT.		Revision
	OCT	21	6. Internet & Email
	NOV	23	7. Data Processing
	DEC	25	8. Creating Shapes in Scratch

	JAN	23	9 & 10 Creating a game in scratch
	FEB		Revision
	MAR		