TYPOGRAPHY AND COMPUTER APPLICATION (817)
SESSION-2019-20
Job Role: (Executive Assistant.)

After this course the students will gain knowledge about complete instructions and signs relating to manuscripts and corrections of drafts. The students will learn about correspondence (both business and official). This course also provides the knowledge of basic essentials of computer for office through different packages like Excel and PowerPoint, with emphasis on Internet Search and Email management etc.

Class XI (2019-20)

Total Marks: 100 (Theory-60+Practical-40)

SCHEME OF UNITS

This course is a planned sequence of instructions consisting of units meant for developing employability and vocational competencies of students of Class XI opting for vocational subject along with general education subjects. The unit-wise distribution of hours and marks for class XI is as follow:

	Typography and Computer Application (817) CLASS XI session 2019-20			
	Units	No. of Hours for Theory and Practical 260		Max. Marks for Theory and Practical 100
Part A	**Employability Skills**			
	Unit 1 : Communication Skills-III	10		10
	Unit 2 : Self-Management Skills-III	10		
	Unit 3 : Information and Communication Technology Skills-III	10		
	Unit 4 : Entrepreneurial Skills-III	15		
	Unit 5 : Green Skills-III	05		
	Total	50		10
Part B		**Theory Periods**	**Practical Periods**	
	Unit 1: Typography	12	04	08
	Unit 2: Keyboard Operations	12	46	08
	Unit 3: Computer Hardware	10	06	06
	Unit 4: Windows Operating System	12	10	06
	Unit 5: Introduction To Office	14	16	08
	Unit 6: MS Word	20	48	14
	Total	**80**	**130**	**50**
Part C	**Practical Work**			
	Practical Examination			15
	Written Test			10

	Viva Voce			05
	Total			**30**
Part D	**Project Work/Field Visit**			
	Practical File/ Student Portfolio			10
	Total	**80+130+50**		**10**
	Grand Total	**260**		**100**

Note:-Detailed Curriculum/ Topics to be covered under employability skill can be downloaded from CBSE website.

Part B:

THEORY

Unit No.	CONTENTS	UNIT WISE MARKS
UNIT – 1	**Part-1** **Typography** **INTRODUCTION TO TYPOGRAPHY** 1.1 The Typewriter 1.2 Origin & Devt. of Typewriter 1.3 Importance of Typewriter/Computer 1.4 Categories of Typewriters 1.5 Computers 1.6 Laptops	8
UNIT – 2	**KEYBOARD OPERATIONS** 2.1 Keyboard 2.2 Sitting Posture 2.3 Methods of Keyboard Operation 2.4 Learning Home Row	8

		2.5	Learning Upper Row	
		2.6	Learning Bottom Row	
		2.7	Learning Number Row	
		2.8	Learning Special Signs and Symbols	
UNIT – 3	**PART-II** **COMPUTER APPLICATIONS** **COMPUTER HARDWARE**			6
		3.1	Storage Devices	
		3.2	Input Devices	
		3.3	Output Devices	
		3.4	Ports	
UNIT – 4	**WINDOWS OPERATING SYSTEM**			6
		4.1	Logging On	
		4.2	Switching between Accounts	
		4.3	Features of the Windows System	
		4.4	Opening & Closing Application	
		4.5	Manipulating Windows	
		4.6	Using Computer Folder	
		4.7	Control Panel	
		4.8	Locating Files and Folders	
		4.9	Creating a folder	
		4.10	Deleting a file or folder	
		4.11	Renaming a file or folder	
UNIT – 5	**INTRODUCTION TO OFFICE**			8
		5.1	Introduction to Word	

	5.2	Introduction to Excel	
	5.3	Introduction to Power Point	
	5.4	Introduction to Outlook	
	5.5	Working with the Office Assistant	
	5.6	Office Short Cut Bar	
	5.7	The Web Toolbar	
UNIT – 6	**MS WORD**		14
	6.1	Processing With Word	
	6.2	Formatting with word	
	6.3	Line & Paragraph Spacing	
	6.4	Paragraph spacing	
	6.5	Rulers Bar	
	6.6	Working with shapes and styles	
	6.7	Printing	
	6.8	Hyperlink	
	6.9	Clip Art	
	6.10	Using template	
	6.11	Working with text boxes	
	6.12	To move a text box	
	6.13	To Move shapes, using promote or demote commands	
	6.14	To Change colour scheme	
	6.15	Managing Documents and customizing word	
	6.16	Mail Merge	

PRACTICAL

Unit No.	Content
Unit - 1	**Key Board Operations** Accuracy key boarding skills for typing a paragraph using typing tutor software minimum benchmark accurate typing speed of 20 words per minute.
Unit – 2	**MS Word** • Creating, formatting and page setting a document keeping the following areas in mind. • Folder Creation. • Font – size, type, style. • Alignment – left, right, centre, justify. • Page setting – Left Margin, Right Margin, Top Margin, Bottom Margin. • Spell check & corrections. • Saving in the newly created folder. • Printing the document. • Finding and replacing words. • Saving the changed / modified document in the folder. • Reprinting the changed document.
Unit – 3	**Practical File**

	Should contain at least 20 printouts of documents typed over the year verified by the Teacher / instructor concerned to be shown at the time of final practical examination.
Unit – 4	**Viva**