

STD 6

TERM I -

- 1)How to start and shutdown a computer? Name these Computer Parts?
- 2)To open MS Word document and Typing some text in it and do formatting, page color.
- 3)To Create a worksheet in MS Excel, enter data in it then save and close the worksheet.
- 4)GUI (Understanding Icons, Menus, Start Button and Apps)
- 5)To Open MS Excel and Create a Mark list of 5 Students belonging to one class and carry out the following action:- (i)Calculate the Total (ii)Identify the minimum and maximum marks obtained by each student.

TERM II -

- 1)To create a presentation in PowerPoint having 3 slides on the topic of your choice and practice the following:- (i)Change the Design Template of the Presentation.(ii)Apply Transitions and Animations.(iii)Change the color scheme.
- 2)GUI (Understanding Icons, Menus, Start Button and Apps). Also create a presentation with effects like Design, Animation, Transition and Slide Show.
- 3)Creating interactive games on scrambled word.
- 4)Create a Data sheet in excel and Use the Following Formula's in Excel (i)Sum (ii)Average (iii)Maximum (iv)Minimum with the help of cell referencing.
- 5) Create a Data sheet Insert a chart and use Conditional Formatting.