

JHS

Topic	Sub Topic
ELEMENTS OF WORD PROCESSING	Word Processing Basics
ELEMENTS OF WORD PROCESSING	Opening and closing Documents
ELEMENTS OF WORD PROCESSING	Text Creation and manipulation
ELEMENTS OF WORD PROCESSING	Printing Documents
ELEMENTS OF WORD PROCESSING	Protecting and Finding Documents
ELEMENTS OF WORD PROCESSING	Formatting of Text
ELEMENTS OF WORD PROCESSING	Table Manipulation
SPREAD SHEET	Elements of Electronic Spread Sheet
SPREAD SHEET	Manipulation of Cells
SPREAD SHEET	Function and Charts
MAKING SMALL PRESENTATIONS	Basics of PPT
MAKING SMALL PRESENTATIONS	Creation of Presentation
MAKING SMALL PRESENTATIONS	Preparation of Slides
MAKING SMALL PRESENTATIONS	Slide Show