

THE ADVENT SCHOOL (2025-26)

CLASS – 3, SUBJECT – COMPUTER

NAME OF BOOK –

1. Let's Click

MONTH	Name of Chapter
APRIL	Chapter 1 – Computer Hardware and Software
MAY	Chapter 2 – Windows 10
JULY	REVISION & PRE-MID TERM ASSESSMENTS
	Chapter 3 – Let's Learn Paint 3D
AUGUST	Chapter 4 – Editing in MS Word 2019
SEPTEMBER	REVISION & MID TERM ASSESSMENTS
OCTOBER	Chapter 5 – Formatting Text in MS Word 2019
NOVEMBER	Chapter 6 – Understanding Internet
DECEMBER	Chapter 7 – Stepwise Thinking
	REVISION & POST-MID TERM ASSESSMENTS
JANUARY	Chapter 8 – Let's learn Scratch
MARCH	REVISION & FINAL ASSESSMENTS

Extra practical knowledge in

MID TERM : 1- Working on computer (Body posture, placement of fingers on keyboard and mouse clicking)

2- Typing techniques with Introduction and uses of Notepad (like Essay, Application and letter writing)

3- Introduction and uses of Microsoft Word Window (Tools, Icons, Editing and formatting)

FINAL TERM : 1- Microsoft word (Typing, Orientation of page, Header and footer, Margins , draw tables and printing of a document)