MONTH	MAIN CONTENT/CHAPTERS	ACTIVITIES
APR 2024	KNOW YOUR COMPUTER 1. EARLY CALCULATING DEVICES 2. EVOLUTION OF COMPUTERS 3. CLASSIFICATION OF COMPUTERS 4. FUNCTIONAL COMPONENTS OF A COMPUTER 5. CATEGORISATION OF SOFTWARE	GATHER INFOMATION ABOUT VARIOUS COMPUTER PROGRAMMERS AND CREATE A PICTORIAL CHART BASED ON YOUR INFORMATION
JUN 2024	OPERATING SYSTEM 1. BOOTING 2. FUNCTIONS OF AN OS 3. TYPES OF OS 4. OPERATING SYSTEM INTERFACE 5. IMPORTANCE OF SHUT DOWN	CREATE A CHART COMPARING DESKTOP AND MOBILE OS. INCLUDE A MIND MAP ON THE FUNCTIONS OF OS.
JUL 2024	MS WORD 2010 – ADVANCED FEATURES 1. HEADERS AND FOOTERS 2. FOOTNOTES AND ENDNOTES 3. DROP CAP 4. TAB STOP 5. USING SHOW/HIDE TOOL 6. FORMAT PAINTER 7. COLUMNS 8. INCREASE AND DECREASE INDENTATION 9. THESAURUS 10. BORDERS AND SHADING 11. PAGE SETUP AND MARGINS 12. APPLYING BUILT-IN STYLES	CREATE A 5-PAGER POETRY BOOKLET WITH THE FIRST PAGE AS AN INDEX OR COVER PAGE FOLLOWED BY 4 POEMS. INCLUDE DETAILS OF THE POET IN THE FOOTNOTE, PAGE NUMBERS IN THE FOOTER AND POEM NUMBER IN THE HEADER. ALSO INCLUDE AUTHORED BY: NAME USING THE DROP CAP FEATURE IN THE ENDNOTE.
AUG 2024	MS-WORD MAIL MERGE	PREPARE YOUR BIRTHDAY INVITE ALONG WITH AN ADDRESS LIST

MONTH	MAIN CONTENT/CHAPTERS	ACTIVITIES
	1. MAIL MERGE 2. USES OF MAIL MERGE 3. CREATING THE MAIN DOCUMENT 4. CREATING THE MERGED DOCUMENT 5. PREVIEWING YOUR DOCUMENTS	MENTIONING THE NAME AND ADDRESS OF 10 FRIENDS. FINALLY GENERATE AND SHOW 10 MERGED LETTERS IN THE MERGED DOCUMENT TO THE TEACHER ONGOING CO-SCHOLASTIC SUBMISSION
SEP 2024	MS POWERPOINT 2010 – ADVANCED FEATURE INTRODUCTION	
OCT 2024	MS POWERPOINT 2010 – ADVANCED FEATURE 1.CREATING A PRESENTATION USING A TEMPLATE 2. CREATING A PRESENTATION USING THEMES 3. PHOTO ALBUM	PHOTO ALBUM IN POWERPOINT TEMPLATE BASED PRESENTATION THEME BASED PRESENTATION
NOV 2024	MS POWERPOINT 2010 – ADVANCED FEATURE 4. SLIDE MASTER 5. APPLYING ANIMATIONS 6. INSERTING CHARTS AND TABLES 7. CREATING HYPERLINKS 8. REUSING SLIDES	MAKE A PRESENTATION CONSISTING AT LEAST TEN SLIDES ON ANY OF THE TOPICS FROM YOUR HISTORY TEXTBOOK.
DEC 2024	MORE ABOUT MS EXCEL 2010 1.FORMATTING NUMBERS 2. MODIFYING AND FORMATTING DATA 3. CREATING CUSTOM LISTS 4. FORMULAS AND FUNCTIONS	MAKE A BUDGET PLANNER FOR YOUR HOUSE TO MAINTAIN A RECORD OF HOW MUCH YOUR FAMILY SPENDS
JAN 2025	MORE ABOUT SCRATCH	MAKE A 5 SCENE ANIMATION TO DEPICT THE ACTIONS TO BE TAKEN

MONTH	MAIN CONTENT/CHAPTERS	ACTIVITIES
	1. TYPES OF BLOCKS 2. BLOCKS CATEGORIES 3. USING SCRATCH BLOCKS 4. CHANGING THE BACKDROP OF THE STAGE 5. USING THE COSTUMES TAB	TO SAVE WATER.
FEB 2025	INTRODUCTIONTO QB64 1.COMPONENTS OF QB64 WINDOW 2. WRITING AND EXECUTING A PROGRAM 3. HOW TO SAVE A PROGRAM 4. HOW TO OPEN A PROGRAM 5. HOW TO EXIT QB64 QB64 — STATEMENTS 1.CHARACTER SET 2.CONSTANTS 3.VARIABLES 4.PRINT STATEMENT 5.LET STATEMENT 6.INPUT STATEMENT 7.REM STATEMENT	PRINT A LABEL USING QB64. THE LABEL SHOULD INCLUDE YOUR NAME, CLASS, SECTION AND SUBJECT. WRITING A PROGRAM TO INPUT NAME AND AGE OF THEIR CLASSMATE. IF AGE 13, PRINT "YOU ARE A TEENAGER", ELSE PRINT "YOU ARE NOT A TEENAGER" ONGOING CO-SCHOLASTIC SUBMISSION