

**3<sup>RD</sup> TERM SCHEME OF WORK ON DATA PROCESSING FOR SS 1**

WEEK	CONTENTS
1	REVISION OF 2 <sup>ND</sup> TERM WORK
2	WORD PROCESSING Definition of Word processing Uses of word processing
3	Word Processing Contd Loading and existing MS-Word Creating, Saving and retrieving files
4	Spreadsheet package Definition of spreadsheet Uses of spreadsheet
5	Spreadsheet contd. Examples of spreadsheet Loading and existing MS-Excel Creating, saving and retrieving files
6	Database Management System Definition of Database Management Uses of Spreadsheet and Ms-Access for database management
7	MID TERM
8	Database Management System Contd Loading and existing Ms-Access Creating, saving and retrieving files
8	Computer Ethics Computer room management ethics Laboratory rules and regulation
9	Safety Measures The siting arrangement Positioning of monitor base
10	Safety measures contd. Maintaining a dust free environment Keep liquid away from the computer
11	Revision
12 & 13	Examination / closure