

Class XII – Computer Science – Year Planner (2016-17)

Volume 1 - Tools (StarOffice)

Month	Chapter
April	<p>Chapter 1 An Introduction to StarOffice Writer</p> <p>1.1. An introduction to StarOffice 1.2. Creating new document using StarOffice Writer 1.3. Entering Text in the Document 1.4. Saving, Closing and Opening Documents 1.5. Moving around the document 1.6. Scrolling the document 1.7. Correcting Mistakes 1.8. Inserting text 1.9. Selecting Text 1.10. Moving the Text 1.11. Copying the text 1.12. Finding and Replacing the text Summary & Exercises</p>
April	<p>Chapter 2 Text Formatting</p> <p>2.1 Formatting Options 2.2 Paragraph Alignment 2.3 Inserting Text 2.4 Modifying Line Spacing 2.5 Creating Bullets and Numbered list 2.6 Formatting using styles 2.7 StarOffice Help Summary & Exercises</p>
April	<p>Chapter 3 Correcting Spelling Mistakes</p> <p>3.1 Checking Spelling while typing 3.2 Checking spelling after the document typed 3.3 Autocorrect option 3.4 Creating Autocorrect Entry Summary & Exercise</p>
April	<p>Chapter 4 Working with Tables</p> <p>4.1 Creating Simple Table 4.2 Entering Data in the tables 4.3. Adding or deleting rows and columns 4.4 Changing the row/column width 4.5 Table formatting toolbar Summary & Exercises</p>
April	<p>Chapter 5 Page Formatting</p> <p>5.1 Changing Margin 5.2 Changing page orientation</p>

	5.3 Creating Header and Footer Summary & Exercises
June	Chapter 6 Spreadsheet 6.1 Introduction 6.2 Working with StarOffice Calc 6.3 Editing the data in Worksheet 6.4 Creating Formulae 6.5 Fill Command 6.6 Cell referencing 6.7 Using Functions 6.8 Date Arithmetic 6.9 Formatting the Worksheet 6.10 Changing column width and row height 6.11 Inserting Cells, rows and columns 6.12 Deleting cells, rows and columns 6.13 Inserting pictures and special characters 6.14 Drawing in a spread sheet 6.15 Inserting Objects 6.16 Working with charts 6.17 Working with multiple sheets 6.18 Printing worksheets 6.19 Database function in StarOffice Calc Summary & Exercises
June	Chapter 7 Database 7.1 Introduction 7.2 Data and Information 7.3 Data Processing 7.4 Database 7.5 Basic concepts of database management systems(DBMS) 7.6 Working with StarOffice Base 7.7 Integrating with Office Automation applications Summary & Exercises
July	Chapter 8 Chapter 8 Introduction to Multimedia 8.1 What is multimedia 8.2 Multimedia applications 8.3 Multimedia elements – sound, animation and vedio 8.4 Using multimedia elements in content Summary & Exercises
July	Chapter 9 Presentation 9.1 Introduction 9.2 A Basic presentation 9.3 Managing a presentation 9.4 Customizing a presentation 9.5 Printing presentations

Volume 2 - Object Technology(C++)

Month	Chapter
July	Chapter 1 Object Oriented Concepts Using C++ 1.1 Object oriented paradigm 1.2 Polymorphism 1.3 Inheritance 1.4 A practical example Domestic Water usage Exercises
July	Chapter 2 Overview of C++ 2.1 Introduction 2.2 Basic Data Types 2.3 Data Types 2.4 Variables Exercises
August	Chapter 3 Basic Statement 3.1. Input/Output statements 3.2 Structure of a C++ program 3.3 Declaration statement 3.4 Assignment statement 3.5 Control structures 3.6 Program development Exercises
August	Chapter 4 Functions C++ Enhancements 4.1 Introduction 4.2 Function prototyping 4.3 Calling function 4.4 Parameter passing in functions 4.5 Returning values 4.6 Inline functions 4.7 Scope rules of variables Exercises
September	Chapter 5 Structured Data Type – Arrays 5.1 Introduction 5.2 Single dimension array 5.3 Strings 5.4 Two dimensional arrays 5.5 Array of strings Exercises

<p>October</p>	<p>Chapter 6 Classes and Objects 6.1 Introduction to Classes 6.2 Specifying the members of a class 6.3 Data Abstraction 6.4 Members and Member functions 6.5 Creating objects of a class 6.6 Accessing class members using dot operator 6.7 Defining methods of a class 6.8 Memory allocation of objects 6.9 Static members of a class 6.10 Arrays of objects Exercises</p>
<p>October</p>	<p>Chapter 7 Polymorphism 7.1 Introduction 7.2 Function overloading 7.3 Operator overloading Exercises</p>
<p>November</p>	<p>Chapter 8 Constructors and Destructors 8.1 Introduction 8.2 Constructions 8.3 Functions of Constructors 8.4 Constructor overloading 8.5 Rules for constructor definition and usage 8.6 Destructors 8.7 Rules for destructor definition and usage Exercises</p>
<p>November</p>	<p>Chapter 9 Inheritance 9.1 Introduction 9.2 Advantages of inheritance 9.3 Derived class and Base classes 9.4 Visibility Mode 9.5 Types of inheritance Exercises</p>
<p>November</p>	<p>Chapter 10 Impact of Computers on Society 10.1 Introduction 10.2 Computer for Personal Use 10.3 Computerised Homes 10.4 Home banking and Shopping 10.5 Computers in Education 10.6 Computers in Entertainment 10.7 Computers in Healthcare 10.8 Computers in Agriculture 10.9 Internet in real time Applications Exercises</p>

<p>November</p>	<p>Chapter 11 IT Enabled Services 11.1 Introduction 11.2 e-Governance 11.3 Call Centers 11.4 Data Management 11.5 Medical Transcription and Tele-medicine 11.6 Data Digitization 11.7 Web based services Exercises</p>
<p>November</p>	<p>Chapter 12 Computer Ethics 12.1 Data Security 12.2 Computer Crime 12.3 Cracking 12.4 Work, family and Leisure Exercises</p>