

Class IV

QUESTION PAPER PATTERN FOR GCO

The test paper has 45 questions. Time allowed: 01 hour. There are 3 sections, each section contains 15 questions.

Section A: Reasoning and Mental Ability

Section B: Fundamentals of IT

Section C: Accomplishers Section.

SYLLABUS GCO

Section A: Direction Sense Test , Alphabet Test, Coding-Decoding, Mirror Images, Embedded Figures, Analogy and Classification. Geometrical Shapes and Solids, Ranking Test, Days and Dates & Possible Combinations, Patterns.

Section B & C: Evolution of Computers, Parts of Computer, Input and Output Devices, Hardware, Software, MS-Word(Editing & Formatting), Using Windows, Internet and Its Uses, Computer Networks, MS-Paint, Latest Developments in the field of IT, Windows 7 and MS-Office 2010.

Class V

QUESTION PAPER PATTERN FOR GCO

The test paper has 45 questions. Time allowed: 01 hour. There are 3 sections, each section contains 15 questions.

Section A: Reasoning and Mental Ability

Section B: Fundamentals of IT

Section C: Accomplishers Section.

SYLLABUS GCO

Section A: Geometrical Shapes ,Analogy and Classification, Coding-Decoding, Patterns, Mirror Images, Water Images, Puzzle Test, Embedded Figures, Direction Sense Test, Ranking Test, Alphabet Test and Logical Sequence of Words.

Section B & C: Hardware, Software, Storage Devices, Input and Output Devices, Primary & Secondary Memory, MS-Paint, Multimedia, MS-Word (Editing & Formatting), Introduction to MS-PowerPoint(Component of MS-PowerPoint window and its features, Inserting Graphics-Pictures and Shapes, Clip Arts, Symbols, SmartArt, Multimedia Objects, Text Box, Inserting Header & Footer and exploring its features, Running slide shows, Presentation Views), Windows 7 and MS-Office 2010, Internet, Computer Networks, Using Windows, Latest Developments in the field of IT.

Class VI

QUESTION PAPER PATTERN FOR GCO

The test paper has 45 questions. Time allowed: 01 hour. There are 3 sections, each section contains 15 questions.

Section A: Reasoning and Mental Ability

Section B: Fundamentals of IT

Section C: Accomplishers Section.

SYLLABUS GCO

Section A: Verbal & Non Verbal Reasoning.

Section B & C: History and Generation of Computers, Types of Computers, MS-Windows, MS-Word(Working with Charts and Tables, Using Page Layout tab, Arranging multiple windows of a document), MS-PowerPoint(Creating presentation using Animation, Custom Animation and Transitions, Creating new slides using Slides pane, Arranging multiple windows of a presentations, Working with Charts and Tables etc.), Latest Developments in the field of IT, Internet & E-mail, Introduction to QBasic, Hardware, Software, Windows 7 and MS-Office 2010, Input & Output Devices, Memory & Storage Devices.

Class VII

QUESTION PAPER PATTERN FOR GCO

The test paper has 45 questions. Time allowed: 01 hour. There are 3 sections, each section contains 15 questions.

Section A: Reasoning and Mental Ability

Section B: Fundamentals of IT

Section C: Accomplishers Section.

SYLLABUS GCO

Section A: Verbal and Non - verbal Reasoning.

Section B & C: Fundamentals of Computer, Evolution of Computers, Memory & Storage Devices, Windows Explorer, MS-Word(Editing & Formatting), MS-Excel (Components of MS-Excel window, Editing and formatting cells in a worksheet, Introduction to Formulas, Sorting and filtering data), Internet & Viruses, Networking, Latest Developments in the field of IT., Windows 7 and MS-Office 2010.

Class VIII

QUESTION PAPER PATTERN FOR GCO

The test paper has 45 questions. Time allowed: 01 hour. There are 3 sections, each section contains 15 questions.

Section A: Reasoning and Mental Ability

Section B: Fundamentals of IT

Section C: Accomplishers Section.

SYLLABUS GCO

Section A: Verbal and Non verbal Reasoning.

Section B & C: History and Evolution of Computers, Internet, Viruses- Antiviruses, HTML-[Html, Head, Title, Body (Attributes: Background, Bgcolor, Text, Link, Alink, Vlink), Font (Attributes: Color, Size, Face), Basefont (Attributes: Color, Size,Face), Center, BR, HR (Attributes: Size, Width, Align, No Shade, Color), Comment, ! For Comments, H1..H6, P, B, I, U, IMG, Html Elements: A, Ul and Ol (Attributes: Type, Start), Li], Networking, MS-Word (Exploring File tab, Language and Translate options, Tracking features -Comments, Reviewing Pane, Tracking Changes, Comparing, Combining and protecting documents, Working with references), MS-PowerPoint (Exploring File tab and Slide Show tab, Comparing, Combining and protecting presentations), MS-Excel(Exploring File tab, Useful Formulas and Functions - IF,Even, Odd, LCM, HCF, Power, Product, Round, Sqrt, Sum, Min, Max, Avg, Count, Upper, Lower And Replace, Cell referencing, Using Defined Names group), Memory & Storage Devices, Basics of Cyber Crimes, Cyber Laws, Operating Systems(Introduction, Features, Types-single user and multiuser), Latest Developments in the field of IT.