SKILL DEVELOPMENT PROGRAMME 2024-25

Date: August 2024

Unit	Bal Bharati Public School, Navi Mumbai
Department	Computer
Class	1
Name of the Programme	Keyboard Typing
In House / Outsourced (Name of the Guest lecturer, if outsourced)	In House
Teacher In charge	Ms. Sravani Santhi
Fee charged (if any)	-
Within school hours / After school hours	Yes
Duration of the programme	1 hr
Learning Outcomes achieved	To identify and use different types of keys on keyboard
Certification proposed (if any)	-
Name of the overall In-charge of the programme	Ms. Beena Bisht
Contact details	9757409542

Brief Report about the programme/ workshop/ activity (write up):

A computer keyboard is an input device that allows a person to enter letters, numbers, and other characters into a computer. It is one of the most used input devices for computers. Using a keyboard is often called typing. Students learn to identify different keys on the keyboard and type series of words or numbers quickly and accurately. They become more familiar with the technology.

PRINCIPAL
BAL BHARATI PUBLIC SCHOOL
KHARGHAR, NAVI MUMBAI

SKILL DEVELOPMENT PROGRAMME 2024-25

Date: August 2024

Unit	Bal Bharati Public School, Navi Mumbai
Department	Computer
Class	2
Name of the Programme	Fun with MS Paint
In House / Outsourced (Name of the Guest lecturer, if outsourced)	In House
Teacher In charge	Ms. Sravani Santhi
Fee charged (if any)	-
Within school hours / After school hours	Yes
Duration of the programme	1 hr
Learning Outcomes achieved	Learning different tools and options. Editing and coloring pictures.
Certification proposed (if any)	-
Name of the overall In-charge of the programme	Ms. Beena Bisht
Contact details	9757409542

Brief Report about the programme/ workshop/ activity (write up):

The purpose of the program was to enhance drawing different objects and colouring them. Students learnt to draw different shapes, such as lines, rectangles, ovals and polygons and to colour them using the Brush tool and Colour Palette. Various editing options such as, Resize, Skew, Rotate, Flip, Cut and Paste, Copy and Paste were used to format the pictures draw by students. They could integrate with mathematics and relate to different shapes visually.

PRINCIPAL
BAL BHARATI PUBLIC SCHOOL
KHARGHAR, NAVI MUMBAI