

MS Word

My Daily Routine

My daily routine helps me to manage my time properly. I wake up early in the morning and get ready for school. I attend my classes regularly and complete my homework on time. In the evening, I spend some time playing games and studying. I go to bed early so that I can wake up fresh the next morning.

- ✓ Wake up early
- ✓ Go to school
- ✓ Complete homework
- ✓ Play games
- ✓ Study
- ✓ Go to bed early

Time Table			
Day	Morning	Afternoon	Evening
Monday	School	Homework	Games
Tuesday	School	Study	Games
Wednesday	School	Homework	Reading

MY FAVOURITE HOBBY

Reading is my favourite hobby. I like reading story books, newspapers and interesting magazines. Reading improves my knowledge and vocabulary. I spend at least thirty minutes every day reading books.

1. Story Books
2. Newspapers
3. Magazines
4. Novels

Book List			
Book	Author	Pages	Rating
Story Book	R.K. Narayan	100	5
Novel	Ruskin Bond	120	4
Magazine	Various	50	4

MY SCHOOL

My school is one of the best places in my life. It has experienced teachers, a library, computer lab and a large playground. Our teachers help us to learn new things every day. I enjoy spending time with my friends at school.

- Library
- Computer Lab
- Playground
- Classrooms
- Science Lab

HEALTHY FOOD

Healthy food is important for a healthy body and mind. We should eat fresh fruits, vegetables, grains and other nutritious food. We should drink enough water every day. Junk food should be eaten only occasionally.

Food List		
Food	Type	Benefit
Apple	Fruit	Vitamins
Milk	Dairy	Calcium
Carrot	Vegetable	Minerals

COMPUTER

A computer is an electronic machine that helps us perform many tasks. We can use computers for education, communication, entertainment and office work. Computers can store large amounts of information and process data very quickly.

- Education
- Communication
- Entertainment
- Office Work
- Data Storage

Multilevel List - Practical Example

Computer Course Syllabus

1) Computer Fundamentals

- a) Introduction to Computer
- b) Hardware
 - i) Input Devices
 - ii) Output Devices
- c) Software
 - i) System Software
 - ii) Application Software

2) MS Office

- a) MS Word
 - i) Formatting
 - ii) Tables
 - iii) Mail Merge
- b) MS Excel
 - i) Worksheet
 - ii) Formulas
 - iii) Charts
- c) MS PowerPoint
 - i) Slides
 - ii) Animation
 - iii) Slide Show

3) Internet

- a) Web Browser
- b) Email
- c) Search Engine

A1 COMPUTERS

HIGHWAY ROAD, DWARKA

BILL NO. 408

DATE : 08/08/2026

Mr. _____

Sr. No.	Detail	Amount
1	Website Updating	3000/-
2	Domain Registration	2000/-
3	Website Hosting (1 Year)	2000/-
	Total Amount	7000/-

Proprietor
A1 Computers