

Computer Application

Class XI



171018



PUNJAB SCHOOL EDUCATION BOARD

Sahibzada Ajit Singh Nagar

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Foreward

Punjab School Education Board, since its inception has been engaged in an endeavour to prepare text books on various subjects at school level. This textbook is one in the series and is designed to focus on student-centered learning for the students of subject Computer. The book has been developed as per recommendations of Punjab Curriculum Framework 2013 based on National Curriculum Framework 2005, according to which the school life of the students needs to be linked to the outside world. The book is a step forward to move the traditional book-based learning to activity-based learning.

The need for study of Computer as a subject is increasing day by day because in the age of scientific and technological advancement computer education improves the work efficiency in every field related to socio-economic life. With the advancement of communication and information technology, computerization is being done in every department. Computer Education has become mandatory to have access to information from various departments, e-governance and internet access in various aspects of modern life such as education, business, health, transportation and many more.

Keeping in view such requirements, Punjab School Education Board has implemented the guidelines of the Punjab Government to make the Computer Application subject as an optional subject for Class XI and XII. Every effort has been made to include requisite information according to level of class XI in this book. Hopefully this book will be useful for students and teachers.

Punjab School Education Board acknowledges the sincere efforts made by writers, translators and vetters for the preparation of this book. Board also welcomes comments and suggestions for any further improvement.

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