CLASS 5 SUBJECT: -COMPUTER

CLASS 3	_	1		SUBJECT: -CON	VIFUIEK
Month / No of Working Days	Name of the Unit / Chapter/Topic k	Learning Outcomes	Suggested Activities/ Projects under Internal Assessment/PRACTICA LS	Assignment	Assessment
APRIL	Term-1 Chapter 1: - History of nputers	By learning this unit, the student will be able to understand the abacus, know about the inventors of computers and finally know about the various generations of computers.	Search information on the computers of different generations and paste pictures of any two in your notebook with their features.	Create a collage describing at least four scientist and mathematicians mentioned in the chapter. Also include the pictures of their inventions	 Objective type questions Short and long answers.
JUNE	Chapter 2: - Working with Windows 10.	By learning this module, the student will be able to deal with windows 10 In a very easy and simple way. They will get acquainted with windows search, windows taskbar, Desktop, performance improvements, opening multiple windows at the same time. The student will be able to explore the libraries and finally windows mobile.	 (a) Make three files on MS word and pin them on the task bar. (b) Use vertical snapping With the help of Cortana search the recent documents you have saved. 	On a chart paper draw a comparison between windows 7 and windows 3. Use photos to make the chart paper interesting.	based questions
JULY	Chapter 3: - Interesting objects in word 2016.	By learning this topic, the student will be able to deal with the following parameters in MS-word: - (a) Inserting clip art (b) Inserting pictures (c) Formatting the pictures (d) Inserting word Art (e) Formatting the word art (f) Inserting of shapes (g) Inserting screenshots (h) Inserting symbols, characters	Open a word document and write the name of your family members and perform the following (a) Insert a heart shape in your document (b) Change the colour of your name (c) Use different themes for your father's name (d) Change the outline in the WordArt for your mother's name (e) Change the font size of your sibling's name.	(a) Open a word document and make an invitation for a birthday party. (b) Include pictures and word art (c) Rotate the word art and use special effects. (d) Draw the same in your note books.	

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AUGUST	Chapter -4	By learning this	Open a word document	What are the	Application
		ule, the student will	and perform the	following commands	based
	Working with	le to master the	following: -	used for: -	questions can
	Tables in MS-	wing fundamentals-			be given so
	Word 2016	(a) Creating a table	(a)Create a time table for	(a) Ctrl+C	that the
		(b) Drawing a	the summer vacations	(b) Ctrl+X(c) Ctrl+V	student may
		table		(c) Cui+v	know about
		(c) Entering a data			the various
		in a table			ways to work
		(d) Moving a table			with tables in
		(e) Resizing of			MS-word
		table			
		(f) Modification of table.			
SEPTEMBER	Chapter-5	By learning this	Make a presentation on	Which of the	Application
SEI TEMBER	Enhancing the	module, the student	your favourite singer.	following can be	based
	Presentation	will be able to	a) Add a		questions can
		perform the	theme to your	(a) Clip art	be given so
		following tasks: -	Presentation	(b) Theme	that the
		(a) Adding of		(c) Background	student can
		themes	(b) Insert pictures	(d) All of these.	analyse how
		(b) Inserting images	(c) Add audio video clips.(d)Use any two animation		much they know and how
		(c) Inserting	effects.		much more
		screenshots	criceis.		work is
		(d) Changing of			required.
		background			•
		(e) Adding of			
		audio and			
		video files			
		(f) Adding of			
	Revision.	smart art. (g) Adding of			
(TERM -1)	icevision.	animation and			
(Chapter 1 to		transitions.			
Chapter 5)					

SUBJECT: -COMPUTER CLASS 5 OCTOBER Chapter-6 By learning this Create an excel sheet and Write the shortcut for Application course, the student Introduction to perform the following: the following: based Excel 2016 will be able to Write any 10 (a)Save command questions, a) names of your class MCQs and understand the following concepts: (b)Create a new Match the mates Write their date of worksheet. following can (a) spreadsheet birth. be given to the software c) Write their favourite students. Short (b) Excel 2016 colour answer questions can (c) Starting excel d) Write their favourite be given to the 2016 pet. (d) Excel 2016 students to Exercise their window (e) Creating a new skill and to workbook know how (f) Inserting data much they in a worksheet have (g) Saving a understood the workbook theory portion. (h) Opening an existing workbook (i) Renaming a work book (i) Inserting a workbook (k) Deleting a workbook (1) Selecting in a worksheet (m) Closing a workbook (n) Exiting Excel 2016. NOVEMBER Chapter -7 By learning this Write the Make a database Questions module, a student Editing in containing the following keyboard based on Excel will be able to shortcut for: identification fields: -(a) Editing cell (a) Name of 10 students. (a) Undo. and a puzzle contents (b) Their favourite food (b) Redo. or riddle based (c) Their favourite tv (b) Uno and Redo on the topic can be given changes show (c) Deleting cell (d) Date of birth to the student. Fill up the contents (e) Their hobbies blanks and (d) Moving the (f) Favourite colour. data MCQs can (e) Copying the also be given data to test the (f) Inserting cells, clarity of concept of the rows and columns students. (g) Deleting cells, rows and columns (h) Changing the column width and row height.

CLASS 5 **SUBJECT: -COMPUTER DECEMBER** In this unit the Chapter-8 (a) Create a Birthday (a) Create Application Introduction to student will learn party invitation brochure using type questions Publisher using MS-Publisher can be given MS about: -Publisher 2016. your as this chapter 2016 (a) Advantages of 2016 for Publisher 2016 (b) Create a house education club at will develop (b) Starting the creativity warming invite your school. Publisher 2016 (b) In using MSthe above of the student (c) Getting Publisher brochure insert a and the child acquainted will think in a text box and with the inside it mention broader publisher 2016 all the necessary spectrum. workspace. details. (d) Customising the greeting card. **JANUARY** By learning this Chapter-9 Perform the following (a) Draw the (a) Questions module, a student Working with activities: windows screen based on E-mail will be able to (a) Create an e-mail of Google mail. identificati understand: -IDfor yourself and on of the (a) e-mail and esend an e-mail to windows mail ID your friend. of google (b) Creating and e-(b) Add attachments to it mail can mail account. such as an image or a be given (c) Signing into pdf, or a word file so that the your e-mail and send it to your student account class mates. can get a (d) Sending an eclear mail. picture of (e) Attaching a file concept to an e-mail. and no (f) Reading an edoubt mail remains in (g) Reply and their forward an emind. mail (h) Signing out of your e-mail account. **FEBRUARY** Revision. **TERM -2**

NAME OF THE SUBJECT TEACHER: Mr. Jaideep Mathew

(Chapter -6

to 9)

SIGNATURE OF THE SUBJECT COORDINATOR: Ms. Bhuvan Gangil.