

CARMEL CONVENT SR.SEC.SCHOOL, RATANPUR.BHOPAL
SYLLABUS

CLASS 5

SUBJECT: -COMPUTER

| Month / No of Working Days | Name of the Unit / Chapter/Topic | Learning Outcomes | Suggested Activities/ Projects under Internal Assessment/PRACTICALS | Assignment | Assessment |
|----------------------------|---|---|--|---|---|
| APRIL | <u>Term-1</u> Chapter 1: - History of computers | 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 | 1) Objective type questions 2) 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 10. Use photos to make the chart paper interesting. | 1) Objective based questions Short answer-based questions along with application-based questions can be given to the student to enhance their knowledge and skill. |
| 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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| OCTOBER | Chapter-6 Introduction to Excel 2016 | By learning this course, the student will be able to understand the following concepts: - (a) spreadsheet software (b) Excel 2016 (c) Starting excel 2016 (d) Excel 2016 window (e) Creating a new workbook (f) Inserting data in a worksheet (g) Saving a workbook (h) Opening an existing workbook (i) Renaming a work book (j) Inserting a workbook (k) Deleting a workbook (l) Selecting in a worksheet (m) Closing a workbook (n) Exiting Excel 2016. | Create an excel sheet and perform the following: - Write any 10 a) names of your class mates b) Write their date of birth. c) Write their favourite colour d) Write their favourite pet. | Write the shortcut for the following: - (a)Save command (b)Create a new worksheet. | Application based questions, MCQs and Match the following can be given to the students. Short answer questions can be given to the students to Exercise their skill and to know how much they have understood the theory portion. |
| NOVEMBER | Chapter -7 Editing in Excel | By learning this module, a student will be able to (a) Editing cell contents (b) Undo and Redo changes (c) Deleting cell contents (d) Moving the data (e) Copying the data (f) Inserting cells, rows and columns (g) Deleting cells, rows and columns (h) Changing the column width and row height. | Make a database containing the following fields: - (a) Name of 10 students. (b) Their favourite food (c) Their favourite tv show (d) Date of birth (e) Their hobbies (f) Favourite colour. | Write the keyboard shortcut for: - (a) Undo. (b) Redo. | Questions based on identification and a puzzle or riddle based on the topic can be given to the student. Fill up the blanks and MCQs can also be given to test the clarity of concept of the students. |

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| DECEMBER | Chapter-8 Introduction to Publisher 2016 | In this unit the student will learn about: - (a) Advantages of Publisher 2016 (b) Starting Publisher 2016 (c) Getting acquainted with the publisher 2016 workspace. (d) Customising the greeting card. | (a) Create a Birthday party invitation using MS-Publisher 2016. (b) Create a house warming invite using MS-Publisher | (a) Create a brochure using MS Publisher 2016 for your education club at your school. (b) In the above brochure insert a text box and inside it mention all the necessary details. | Application type questions can be given as this chapter will develop the creativity of the student and the child will think in a broader spectrum. |
| JANUARY | Chapter-9 Working with E-mail | By learning this module, a student will be able to understand: - (a) e-mail and e-mail ID (b) Creating and e-mail account. (c) Signing into your e-mail account (d) Sending an e-mail. (e) Attaching a file to an e-mail. (f) Reading an e-mail (g) Reply and forward an e-mail (h) Signing out of your e-mail account. | Perform the following activities: (a) Create an e-mail ID for yourself and send an e-mail to your friend. (b) Add attachments to it such as an image or a pdf, or a word file and send it to your class mates. | (a) Draw the windows screen of Google mail. | (a) Questions based on identification of the windows of google mail can be given so that the student can get a clear picture of concept and no doubt remains in their mind. |
| FEBRUARY TERM -2 (Chapter -6 to 9) | Revision. | | | | |

NAME OF THE SUBJECT TEACHER: Mr. Jaideep Mathew

SIGNATURE OF THE SUBJECT COORDINATOR: Ms. Bhuvan Gangil.