

Syllabus of COMPUTER Session 2021-22

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	Class :- 5	Subject:- COMPUTER	FIRST TERM		Name of Teacher – Santosh Sharma	
Month	No. of Teaching Days	Topic	Oral	Written	Activity / Project / Practical	Revision Test
APRIL 2021	4	Introduction Feature of Window 10 Window 10 Desktop Start Menu Live Tiles	Quiz window 10 Tiles	Question & Answer MCQ & Fill-ups	Work with multiple windows	Revision of window 10
JUNE 2021	4	Introduction:- Universal app of windows 10 Customizing the desktop Displaying multiple windows at the same time Picture folder	Windows 10 feature	Question & Answer MCQ & Fill-ups	Search anything with Cortana feature using your voice	Practical test window 10 .
JULY 2021	4	Table in MS Word in 2016 Inserting a table Inserting Rows and columns Deleting Rows and columns Merging Cells & deleting cells. Moving and Resizing Tables.	Oral Quiz Shortcut keys For add and deleting the columns & Rows	MS Word Explanation with complete question and answers. All shortcut keys Full Forms	Create a table with using all features in MS words	table test with using all features

AUGUST 2021	4	Table in MS Word in 2016 Adjusting Row height/column width. Borders & Shading Table Style Converting Text to table Inserting Picture in a table	Quiz of different formula which is using in MS Word	Question & Answers / fill in blanks & MCQ.	Choose any five states of India, their capitals , food , clothing and create a document in MS word. Apply formatting to make it attractive.	Revision complete MS Word .
SEPTEMBER 2021	4	MS PowerPoint 2016 Introduction , slide layout, Editing Object, Creating photo album, changing office theme, comment, smart lookup, PowerPoint View, Rearranging slides	Quiz of different editing objects/theme	Question & Answers / fill in blanks & MCQ.	Create a PPT and album with using of family photos and theme.	Task to create a Presentation with using all features.
SECOND TERM						
OCTOBER 2021	4	Formatting in MS PowerPoint 2016 Introduction / Inserting Smartart/ Applying Theme/ Changing Background Colour/ Inserting Table & Chart.	All elements quiz. Keyboard shortcut keys.	Question & Answers / fill in blanks & MCQ.	Create a PPT using with all smart elements based on Computer education	Revision & Task to create a Presentation with using all features.

NOVEMBER 2021	4	Introduction to MS Excel 2016. Introduction, spreadsheets, Features of MS Excel, Starting MS Excel, Screen Element , Moving around the workbook	Quick Recap of MS Excel.	Question & Answer Create a Excel sheet	Create a workbook	MS Excel practical task.
DECEMBER 2021	4	Introduction to MS Excel 2016. Types of data Performing calculation Managing A work sheet Saving a workbook Closing a workbook	Quick Recap of Excel and quiz	Question & Answer New Excel File creating	Saving a workbook with your name	MS Excel practical task & workbook practice.
JANUARY 2022	4	More on Internet Introduction, ways to connects to the internet, Electronic Mail, Etiquettes of Internet.	Quiz for Internet services	Question & Answer MCQ	Collect information on Netiquettes	Revision

FEBRUARY 2022	4	Evolution and types of computers	Quick recap	Question & Answers / fill in blanks & MCQ.	Make collage of different types of computers	Generations of computer
MARCH 2022	4	Revision	Revision	Revision	Revision	Revision