

S.D. PUBLIC SCHOOL

ACADEMIC PLANNER OF COMPUTER EDUCATION (CLASS - V)

Month/days	Chapter	Content	Assessment
April(20)	Chapter - 1	control panel, setting mouse properties	Exercise related to hardware in book on page no. 14-16
	Windows - control panel	Aero effect, Date and time setting Searching files and folder Storage devices Taskbar features	Lab activity related to the contents of control panel
May(9)	Chapter -2	Creating word art, editing text in wordart, edit pictures	Exercise related to IPO process in book on page no. 25-27
	MS-Word: Graphics	Inserting online pictures, inserting shapes	Lab activity from clipart, poster using clipart poster using clipart on wand and water pollution
June(0)	Learn Chapter 1-2	Syllabus for UT-1 is chapter 1&2	Revision for the UT-1
July(25)	Chapter -3	Inserting header and footer, paragraph formatting	Exercise related to the following topics in book on page no. 36-38
	Mores formatting feature in MS-word	column formatting, page break symbols Page margins and orientation	Do the formatting like bold, italic etc. on paragraph created by you Shortcut keys used in resizing the window Create 5 lines on your hobbies (Header : My hobbies) Footer (: Name)
August(24)	Chapter -4	Working with slides	Exercise related to the following topics in book on page no. 50-53
	More in Presentation	Text formatting	Create powerpoint presentation on seven oceans of the world

		format background Editing slides in presentation Run a slide show	Presentation on traffic rules.
September(21)	Learn Chapter 3-4	Syllabus for SA-1 is chapter 3&4	Revision for SA1
October(20)	Chapter -5 Ms- powerpoint : theme and graphics	Adding a picture, adding audio Editing picture, apply themes	Exercise related to the following topics in book on page no. 62-65 Create power point presentation on seven wonders of world One presentation on Diwali Festival
November(24)	Chapter -6 Algorithm and Flowchart	About flowchart and algorithm	Exercise related to the following topics in book on page no. 70-72 Some small programs with the help of flowchart and algorithm Draw a flowchart shows to open a file in ms-word
December	Chater - 7 MS- Excel	Introduction to ms-excel, advantages ofms- excel Components of the worksheet Entering data, type of data in worksheet	Exercise related to the following topics in book on page no. 80-82 Create time table in ms-excel Create a list of grocery items and their amount in ms- excel
January (15)	Chapter -8 Internet:Email communication tool	About internet, e-mail tools of an e-mail Advantages of an e-mail, about e-mail address	Exercise related to the following topics in book on page no. 89-91 Creating e-mail account on different websites
February	Chapter 9 New technologies - Android	Android, About home screen How to access wi-fi on android Useful educational apps on android	Exercise related to the following topics in book on page no. 100-102 Discussion about smartphones for education and training

REVISION FOR FINAL
EXAMS