SYLLABUS DISTRIBUTION FOR THE YEAR 2019-20

Name of the teacher:- Jaspreet Kaur
Subject:- Computer   Class:- 5th

APRIL

Chapter 1 All About Computers:- Early Calculating Devices, Evolution of Computers, Characteristics of Computer.

MAY

Chapter 2 Objects in Word 2016:- Inserting WordArt, Inserting Text Boxes, Inserting Shapes & Pictures, Wrap Text, Position.
Chapter 3 Features of Word 2016:- Spelling & Grammar, Thesaurus, Find & replace, Symbols,

JUNE:- Summer Vacations

JULY
Chapter 4 Advance Features of Word 2013:- Headers & Footers, Footnotes and Endnotes, Page Background.

Chapter 5 Controls in Scratch:- Adding a Sprite, Types of Blocks, Block Categories, Sensing, Operators & Data Categories.

AUGUST

Chapter 6 Smart Presentations:- Duplicating and Reusing Slides, Insert Tab, Slide Show, Record Narration, Printing the Presentation.

SEPTEMBER: Summative Assessment-I

OCTOBER

Chapter 7 Excel 2016:- Starting Excel, Part of Excel 2013, Data Types, Creating New Workbook, Saving Workbook, Selecting Cells.

NOVEMBER

Chapter 8 Editing Cell Contents in Excel 2016:- Editing & Deleting Cell Contents, Copying & Moving Data, Inserting and Deleting cells, Rows and Columns, Changing Row Height & Column Width.

DECEMBER

Chapter 9 Connect Through Internet:- Terms Associated with Internet, Internet Address, E-Mail, Social Networking, Mobile Internet.

JANUARY:-   REVISION
FEBRUARY: Summative Assessment-II