

<b>S.D. PUBLIC SCHOOL</b>			
<b>ACADEMIC PLANNER OF COMPUTER SCIENCE (CLASS-V)</b>			
<b>Month/Days</b>	<b>Chapter</b>	<b>Content</b>	<b>Assessment</b>
April(23 Days)	Chapter-1 Development of computers	Early calculating devices	Discussion of oral question on Page no - 12
		Modern Computer	
		Inside the system unit	
		Component of a CPU	
		Memory of a computer	
May(12 Days)	Chapter-2 Control Panel	What is control Panel	Hands on practical Page no-18
		Operating the control Panel	
		Setting a Theme	
		Changing the mouse setting	
		Removing a program.	
July(26 Days)	Ch-3 Page Formatting in MS Office Word	Introduction of header and footer	Submission and assessment Holiday Homework
		Inserting a page break and page numbers	
		Inserting table	
		Applying boarder and shading	
		Change page orientation	
	Ch-4 Advanced features of Word	Spelling and grammar check	Demo and hands of practical
		Using the thesaurus	
		Track changes within a document	
	August (23 Days)	Ch-5 Working in MS Office PowerPoint	Introduction to PowerPoint
Components of PowerPoint			
Adding different types of slides			
Inserting Smart Art graphics, Clip art, table and media Clip.			
Different views in PowerPoint			
Reordering slides			

September(23 Days)	Ch-6 Creating Background and Animations	Changing the background in a slide	Hands on Practical on Page no-67,68,69,71.
		Apply a Theme to a presentation	
		Applying the Slide Transitions effect Applying animation to objects on a slide.	
October (17 days)	Ch-7 Introducing MS Office Excel	Introduction of MS Excel 2016	Hands on practical Page no:-79, 80, 81
		Component of MS Excel	
		Copying and moving Data	
		Entering , editing and selecting of data in cells	
		Applying Autosum	
		Sorting Data	
November(24)	Ch-8 Problem solving	Introduction of algorithm	Hands on practical Page no:-88,89
		How to write algorithm	
		Flowchart and symbols used	
		Creating example Flowcharts.	
December(24 days)	Ch-10 WWW and E-Mail	What is www?	Hands on practical Page no:- 109,110,112,113,114
		Searching and filtering of results	
		Email components	
		Sending attachment	
January (14 days)	Ch-11 Introduction Scratch	Basic Interface of Scratch	Hands on practical Page no:-123.
		Expending /rearranging the script	
February(23 days)	Ch-11 Introduction Scratch	Writing simple scripts	Hands on practical Page no:-127
		Controlling Script execution	

**Note: The students will be assessed on the basis of the classroom performance, task assigned as Home Assignments / Holiday Homework / Project.**