

# COMPUTER

**CLASS -VI**

**2019-20**

Date	Chapter	Ex./ Demo./Practicals
<b>April</b> No.of working days-22	<b>Ch -1. Entering/Editing data in microsoft</b> Advantage of an electronic spreadsheet What is Microsoft office excel 2007? What is a workbook and a worksheet? Components of the microsoft office Excel 2007 screen Entering and Editing the data Building Formulas Selecting, Copying and Moving the data Deleting Cell contents Autofill a range Deleting, Renaming and Inserting a worksheet	Practicals Based on Demo  Page no. 14, 15
<b>May</b> No.of working days- 11	<b>Ch -1. Entering/Editing data in microsoft office excel</b> File operations Changing the page setup and Printing options	Page no. 14, 15
<b>July</b> No.of working days-26	<b>Ch -2. Formatting Data and sheet Structure</b> Changing the font type, Size, Style, Color etc. Setting the alignment, Adding the border, To add the background color Formatting the cell contents Conditional Formatting	Submission and assessment of Holiday Homework  Page no. 26 and 27
<b>August</b> No.of working days-23	<b>Ch -2. Formatting Data and sheet Structure</b> Format all cells by using Data bars Formatting the Worksheet Structure Using the Auto Width Option	Page no. 26 ,27 and 28 Practicals Based on Demo
<b>September</b> No.of working days-23	<b>Ch -2. Formatting Data and sheet Structure</b> Inserting, Hiding a Row/Column Unfreeze Panes Inserting a page break	Practicals Based on Demo
<b>October</b> No.of working days-17	<b>Ch -3. Using Formulas and Functions</b> Different types of cell referencing General Syntax of a function, Arguments	Practicals Based on Demo
<b>November</b>  No.of working days-24	<b>Ch -3. Using Formulas and Functions</b> Function Categories - Mathematical Functions Statistical functions Logical functions Text functions Date and time Functions	Page no. 36 and 37  Practicals Based on Demo

<b>December</b>  No.of working days-24	<b>Ch- 4. Data Manipulation</b>	Practicals Based on Demo  Page no. 45 and 46
	Form	
	Using the Autosum Option	
	Sorting data	
	Using the Filter	
	What-If Analysis	
	Scenario	
	Goal seek	

<b>January</b>  No.of working days-14	<b>Ch- 5. Charts in MS-Excel</b>	Practicals Based on Demo  Page no. 56 and 57
	The Elements of a Chart	
	Creating the Required type of Chart	
	Setting the Default Chart	
	Editing of Charts	
	Formatting Chart Elements	

<b>February</b>  No.of working days-23	<b>Submission and assessment of the projects</b>
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**Note: The students will be assessed on the basis of the classroom performance, task assigned as Home Assignments / Holiday Homework / Project.**