

# Computers | 5265

Syllabus outline for grade – V

ACD[2.6E][DR]

Air Foundation School System  
92, Street 6, G-8/2, Islamabad

## SYLLABUS INFORMATION

**Textbook** Online with computers

**Author** A.S Mitchell

**Publisher** Air Foundation Press

**ISBN** 9781846651526

**Developed by** Afss Team

**Affiliation** employee  outsource

**Implementation** Wednesday, April 1, 2015

This document is designed and developed by AFSS Academia  
All rights reserved.



FIRST TERM Computers 5 [39 periods]	APRIL 12 teaching periods	Teaching Week 1 1-13 (1/30)   3 periods	Teaching Week 2 2-13 (2/30)   3 periods	Teaching Week 2 3-13 (3/30)   3 periods	Teaching Week 4 4-13 (4/30)   3 periods
	MAY 12 teaching periods	Teaching Week 5 5-13 (5/30)   3 periods	Teaching Week 6 6-13 (6/30)   3 periods	Teaching Week 7 7-13 (7/30)   3 periods	Teaching Week 8 8-13 (8/30)   3 periods
	JUNE	Week 9 <b>Holidays</b>	Week 10 <b>Holidays</b>	Week 11 <b>Holidays</b>	Week 12 <b>Holidays</b>
	JULY	Week 13 <b>Holidays</b>	Week 14 <b>Holidays</b>	Week 15 <b>Holidays</b>	Week 16 <b>Holidays</b>
	AUGUST 12 teaching periods	Teaching Week 17 9-13 (9/30)   3 periods	Teaching Week 18 10-13 (10/30)   3 periods	Teaching Week 19 11-13 (11/30)   3 periods	Teaching Week 20 12-13 (12/30)   3 periods
	SEPTEMBER 3 teaching periods	Teaching Week 21 13-13 (13/30)   3 periods	Week 22 <b>Revision Work</b>	Week 23 <b>Examinations</b>	Week 24 <b>Examinations</b>
SECOND TERM Computers 5 [51 periods]	OCTOBER 12 teaching periods	Teaching Week 25 1-17 (14/30)   3 periods	Teaching Week 26 2-17 (15/30)   3 periods	Teaching Week 27 3-17 (16/30)   3 periods	Teaching Week 28 4-17 (17/30)   3 periods
	NOVEMBER 12 teaching periods	Teaching Week 29 5-17 (18/30)   3 periods	Teaching Week 30 6-17 (18/30)   3 periods	Teaching Week 31 7-17 (20/30)   3 periods	Teaching Week 32 8-17 (21/30)   3 periods
	DECEMBER 6 teaching periods	Teaching Week 33 9-17 (22/30)   3 periods	Teaching Week 34 10-17 (23/30)   3 periods	Week 35 <b>Holidays</b>	Week 36 <b>Holidays</b>
	JANUARY 12 teaching periods	Teaching Week 37 11-17 (24/30)   3 periods	Teaching Week 38 12-17 (25/30)   3 periods	Teaching Week 39 13-17 (26/30)   3 periods	Teaching Week 40 14-17 (27/30)   3 periods
	FEBRUARY 9 teaching periods	Teaching Week 41 15-17 (28/30)   3 periods	Teaching Week 42 16-17 (29/30)   3 periods	Teaching Week 43 17-17 (30/30)   3 periods	Week 44 <b>Revision Work</b>
	MARCH	Week 45 <b>Revision Work</b>	Week 46 <b>Examinations</b>	Week 47 <b>Examinations</b>	Week 48 Holidays



**FIRST TERM** | UNITS OR CHAPTER DISTRIBUTION WITHIN 13 WEEKS OF THIS TERM.

APRIL	W1 [1/13   1/30] Evolution of Computers Page No. 5-11	W2 [2/13   2/30] Computer Memory Page No. 12-17	W3 [3/13   3/30] Network and Multimedia Page No. 18-24	W4 [4/13   4/30] Networks and Multimedia Page No. 25-29
MAY	W5 [5/13   5/30] Computer software Page No. 30-35	W6 [6/13   6/30] More on Logo Primitives Page No. 36-41	W7 [7/13   7/30] Windows 7 Accessories Page NO. 64-99	W8 [8/13   8/30] Logo Procedures Page No. 49-53
JUNE	W9 Holidays	W10 Holidays	W11 Holidays	W12 Holidays
JULY	W13 Holidays	W14 Holidays	W15 Holidays	W16 Holidays
AUGUST	W17 [9/13   9/30] Logo Procedures Page No. 54-59	W18 [10/13   10/30] Logo procedures / Text Paper Page No. 60-63	W19 [11/13   11/30] Windows 7 Accessories Page No. 64-69	W20 [12/13   12/30] Windows 7 Accessories Page No. 70-80
SEPTEMBER	W21 [13/13   13/30] Windows 7 Accessories Page No. 81-82	W22 Revision Work	W23 Examinations	W24 Examinations



**SECOND TERM** | UNITS OR CHAPTER DISTRIBUTION WITHIN 17 WEEKS OF THIS TERM.

OCTOBER	W25 [1/17   14/30] More Features of MS Word 2010 Page No. 83-87	W26 [2/17   15/30] More Features of MS Word 2010 Page NO. 88-90	W27 [3/17   16/30] More Features of MS Word 2010 Page No. 91-94	W28 [4/17   17/30] More Features of MS Word 2010 Page No. 95-97
NOVEMBER	W29 [5/17   18/30] Formatting and Editing in MS Word 2010 Page No. 98-101	W30 [6/17   19/30] Formatting and Editing in MS Word 2010 page No. 102-104	W31 [7/17   20/30] Formatting and Editing in MS Word 2010 Page No. 105-109	W32 [8/17   21/30] Formatting and Editing in MS Word 2010 Page No. 110-114
DECEMBER	W33 [9/17   22/30] Formatting and Editing in MS Word 2010 Page No. 115-116	W34 [10/17   23/30] Introduction to MS PowerPoint 2010 Page NO. 117-121	W35 Holidays	W36 Holidays
JANUARY	W37 [11/17   24/30] Introduction to MS PowerPoint 2010 Page NO. 122-124	W38 [12/17   25/30] Introduction on to MS Power Point 2010 Page No. 125-128	W39 [13/17   26/30] Introduction to MS Power Point 2010 Page No. 129-131	W40 [14/17   27/30] Introduction to MS PowerPoint 2010 Page No. 132-133
FEBRUARY	W41 [15/17   28/30] Introduction to MS PowerPoint 2010 Page NO. 134-135	W42 [16/17   29/30] Test Paper 2 Page No. 136	W43 [17/17   30/30] Revision + Practical Work	W44 Revision Work
MARCH	W45 Revision Work	W46 Examinations	W47 Examinations	W48 Holidays



## PERIOD ALLOCATION TABLE

### PUNJAB, KPK AND BALUCHISTAN REGIONS

SUBJECT	PERIODS PER WEEK	PERIODS PER ANNUM	DURATION
English I to VIII	5	150	40 min
Mathematics I to VIII			
Urdu I to VIII			
Science I to VIII			
Social Studies I to VIII	4	120	
Computers I to VIII	3	90	
Islamiyat I to VIII			
Art & Activity I to VIII			

### SINDH REGION

SUBJECT	PERIODS PER WEEK	PERIODS PER ANNUM	DURATION
English I to VIII	5	150	40 min
Mathematics I to VIII			
Urdu I to VIII			
Science I to VIII			
Social Studies I to VIII	4	120	
Computers I to VIII	3	90	
Islamiyat I to VIII			
Sindhi + Art & Activity I to VIII			



**PLANNING WEEK**

**1 /13 1 /30**

SUBJECT CODE
<b>5265</b>

**THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.**

Computers Class-V   40 min 3 periods p/w   90 p/a			TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
				II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1:EVOLUTION OF COMPUTERS		
April	SELECT WEEK	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
30-Mar-15	03-Apr-15	1.	Evolution of Computers	Page No. 5/6	Learn about evolution of computers on Page No. 5,6
		2.	Generations of Computer	Page No. 7/8	Learn different generations of computer on Page No. 7,8
		3.	Types of Computers	Page No. 9/10/11	Learn different types of computers on Page No. 9,10,11

© AFSS



PLANNING WEEK

2 /13 2 /30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1:EVOLUTION OF COMPUTERS & UNIT 2: COMPUTER MEMORY			
April	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
05-Apr-15	10-Apr-15	4.	Exercises	Page No. 12/13	Answer the following questions on Page No. 12,13	
		5.	Unit 2: Computer Memory Memory Types	Page No. 14/15	Learn about memory types on Page No. 14,15	
		6.	Memory Types	Page No. 16/17	Learn more about memory types on Page No. 16,17	

© AFSS



PLANNING WEEK

3 /13 3 /30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION			
		I	Apr-Sep	13 weeks	1 to 13
		II	Oct-Mar	17 weeks	14 to 30
		39 periods			
		51 periods			
MONTH	WEEK	PN	UNIT 2:COMPUTEAR MEMORY & UNIT 3:NETWORKS AND MULTIMEDIA		
April	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
13-Apr-15	17-Apr-15	7.	Exercises	Page No. 18/19/20	Answer the following questions on Page No. 18,19,20
		8.	Unit 3: Networks and Multimedia / Computer Networks Page No. 21/22		Learn about computer networks on Page No. 21,22
		9.	Multimedia Applications / Windows Media Player	Page No. 23/24	Learn about multimedia applications on Page No. 23,24

© AFSS





PLANNING WEEK

4 /13 4 /30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a			TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
				II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 3: NETWORKS AND MULTIMEDIA		
April	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
20-Apr-15	24-Apr-15	10.	Window media Player	Page No. 25/26	Learn more about window media Player on Page No. 25,26
		11.	Multimedia Applications / Exercises	Page No. 27/28	Learn multimedia applications and exercises on Page No. 27,28
		12.	Exercises	Page No. 29	Answer the following questions on Page No. 29

© AFSS



PLANNING WEEK

5 /13 5 /30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 4:COMPUTER SOFTWARE			
May	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
27-Apr-15	01-May-15	13.	Application Software / Pre Written Software	Page No. 30/31	Learn about computer software on Page No. 30, 31	
		14.	System Software Packages / Utility	Page No. 32/33	Learn about system software packages on Page No. 32,33	
		15.	Integrated function application Packages	Page No. 34/35	Learn about application packages on Page No. 34,35	

© AFSS



PLANNING WEEK

6 /13 6 /30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Islamiyat	Class-V   40 min	TERM INFORMATION			
3 periods p/w   90 p/a		I	Apr-Sep	13 weeks	1 to 13
		II	Oct-Mar	17 weeks	14 to 30
MONTH	WEEK	PN	UNIT 4:COMPUTER SOFTWARE & UNIT 5: MORE ON LOGOS PRIMITIVES		
May	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
04-May-15	08-May-15	16.	Exercises	Page No. 36/37	Answer the following questions on Page No. 36,37
		17.	Unit 5: More on Logo Primitives	Page No. 38/39	Learn about logo Primitives on Page No. 38,39
		18.	More on Logo Primitives	Page No. 40/41	Learn different logo Primitives on Page No. 40,41

© AFSS



PLANNING WEEK

7 /13 7 /30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a			TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
				II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 5:MORE ON LOGOS PRIMITIVES		
May	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
11-May-15	15-May-15	19.	More on Logo Primitives	Page No. 42/43/44	Learn more about logo Primitives on Page No. 42,43,44
		20.	Draw a circle and Semicircle	Page No. 45/46	Learn using repeat command drawing circle and a semicircle on Page No. 45,46
		21.	Setting Screen Colour	Page No. 47/48	Learn setting screen colour on Page No. 47,48

© AFSS



PLANNING WEEK

8 /13 8 /30

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

SUBJECT CODE
5265

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION			
		I	Apr-Sep	13 weeks	1 to 13
		II	Oct-Mar	17 weeks	14 to 30
		39 periods			
		51 periods			
MONTH	WEEK	PN	UNIT 5:MORE ON LOGOS PRIMITIVES & UNIT 6:LOGO PROCEDURE		
May	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
18-May-15	22-May-15	22.	More commands	Page No. 49/50	Learn more commands on Page No. 49,50
		23.	Exercises	Page No. 50/51	Answer the following questions on Page No. 50,51
		24.	Unit 6: Logo Procedures	Page No. 52/53	Learn about logo procedures on Page No. 52,53

© AFSS



PLANNING WEEK

9 /13 9 /30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 6:LOGO PROCEDURE					
August	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
25-May-15	29-Apr-15	25.	How to execute a procedure	Page No. 54/55		Learn how to execute a procedure on Page No. 54,55		
		26.	How to save and load a procedure	Page No. 56/57		Learn how to save and load a procedure on Page No. 56,57		
		27.	How to edit procedure files	Page No. 58/59		Learn how to edit procedure files on Page No. 58,59		

© AFSS



PLANNING WEEK

10/13 10/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				I Apr-Sep 13 weeks 1 to 13 39 periods
						II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 6: LOGO PROCEDURE			
August	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
03-Aug-15	07-Aug-15	28.	How to delete a procedure / exercises	Page No. 59/60	Learn how to delete a procedure on Page No. 59,60	
		29.	Exercises	Page No. 61/62	Answer the following questions on Page No. 61,62	
		30.	Test Paper I (Chap 1 – 6)	Page No. 63	Revise Chap 1 to 6 on Page No. 63	

© AFSS



PLANNING WEEK

11/13 11/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 7:WINDOWS 7 ACCESSORIES					
August	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
10-Aug-15	14-Aug-15	31.	Windows 7 Accessories	Page No. 64/65		Learn about windows 7 on Page No. 64,65		
		32.	Menu Bar	Page No. 66/67		Learn about menu bar on Page No. 66,67		
		33.	Edit Menu	Page No. 68/69		Learn about edit menu on Page No. 68,69		

© AFSS





PLANNING WEEK

12/13 12/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

MONTH	WEEK	PN	UNIT 7:WINDOWS 7 ACCESSORIES
Computers	Class-V   40 min		TERM INFORMATION
PERIODS			I Apr-Sep 13 weeks 1 to 13 39 periods
			II Oct-Mar 17 weeks 14 to 30 51 periods
August	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER
17-Aug-15	21-Aug-15	34.	Word Pad Page No. 70/71/72/73/74 Learn about word Pad on Page No. 70,74
		35.	View Tab / snipping Tool Page No. 75/76/77/78 Learn on Page No. 75/76/77/78
		36.	Calculator Page No. 79/80 Learn about Calculators on Page No. 79,80

© AFSS



PLANNING WEEK

13/13 13/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT (1-7)					
August	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
24-Aug-15	28-Aug-15	37.	Exercises		Page No. 81/82		Answer the following questions on Page No. 81,82	
		38.	Revision + Practical Work				Revision + Practical Work	
		39.	Revision + Practical Work				Revision + Practical Work	

© AFSS



PLANNING WEEK

1 /17 14/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 8:MORE FEATURES OF MS WORD 2010			
August	SELECT WEEK	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
31-Aug-15	01-Sep-15	40.	Unit 8: More features of MS Word 2010/ How to Type or insert Page No. 83/84		Learn features of MS Word on Page No. 83/84	
		41.	How to select the Text / using mouse	Page No. 85/86	Learn about how to select the text and using mouse on Page No. 85,86	
		42.	How to Insert picture in MS Word	Page No. 87	Learn how to Insert picture in MS Word on Page No. 87	

© AFSS



PLANNING WEEK

2 /17 15/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

SUBJECT		Class-V   40 min		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods	
3 periods p/w   90 p/a						II	Oct-Mar	17 weeks	14 to 30	51 periods	
MONTH	WEEK	PN	UNIT 8:MORE FEATURES OF MS WORD 2010								
October	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS				
05-Oct-15	09-Oct-15	43.	How to insert Clip Art	Page No. 88	Learn how to insert clip art on Page No. 88						
		44.	How to Insert Shapes in MS Word	Page No. 89	Learn how to insert shapes in MS Word on Page No. 89						
		45.	How to Insert Word Art	Page No. 90	Learn How to Insert Word Art on Page No. 90						

© AFSS



PLANNING WEEK

3 /17 16/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

MONTH	WEEK	PN	UNIT 8:MORE FEATURES OF MS WORD 2010
October	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER
12-Oct-17	16-Oct-15	46.	How to change the case of the letters Page No. 91/92
		47.	How to Add Page Color Page No. 93
		48.	Print Previewing Page No. 94

© AFSS



PLANNING WEEK

4 /17 17/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 8:MORE FEATURES OF MS WORD 2010			
October	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
19-Oct-15	23-Oct-15	49.	How to Print a Document	Page No. 94/95	Learn how to print a document on Page No. 94,95	
		50.	Exercises	Page No. 96	Answer the following questions on Page No. 96	
		51.	Exercises	Page NO. 97	Answer the following questions on Page No. 97	

© AFSS



PLANNING WEEK

5 /17 18/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-IV   40 min 3 periods p/w   90 p/a		TERM INFORMATION		I Apr-Sep 13 weeks 1 to 13 39 periods
				II Oct-Mar 17 weeks 14 to 30 51 periods
MONTH	WEEK	PN	UNIT 9:FORMATTING AND EDITING IN MS WORD 2010	
October	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
26-Oct-15	30-Oct-15	52.	Formatting and editing in MS Word 2010 / Insert Different styles of text Page No. 98	Learn how to insert different styles of text on Page No. 98
		53.	Aligning the Text Page No. 99/100	Learn how to align the Text on Page No. 99/100
		54.	Number Lists Page No. 101	Learn about Number lists on Page No. 101

© AFSS



PLANNING WEEK

6 /17 19/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 9:FORMATTING AND EDITING IN MS WORD 2010				
November	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
05-Nov-15	06-Nov-15	55.	Bullets	Page No. 102	Learn about Bullet (Symbol ) on Page No. 102		
		56.	How to Move Text in a Document	Page No. 103	Learn how to move text in a Document on Page No. 103		
		57.	How to Copy Text	Page No. 104	Learn how to copy the text in a Document on Page No. 104		

© AFSS





PLANNING WEEK

7 /17 20/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 9:FORMATTING AND EDITING IN MS WORD 2010			
SELECT MONTH	SELECT WEEK	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
09-Nov-15	13-Nov-15	58.	How to Highlight the Text	Page No. 105	Learn how to highlight the text on Page No. 105	
		59.	Undo And Redo Commands	Page No. 106/107/108	Undo and Redo Commands on Page No. 106,07,108	
		60.	Format Painter Command	Page No. 109	Learn how to format Painter Command on Page No. 109	

© AFSS



PLANNING WEEK

8 /17 21/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 9:FORMATTING AND EDITING IN MS WORD 2010			
November	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
16-Nov-15	20-Nov-15	61.	How to Apply Page Border	Page No. 110	Learn how to apply page Border on Page No. 110	
		62.	How to Insert Header and Footer	Page No. 111/112	Learn how to Insert Header and Footer on Page No. 111,112	
		63.	How to Insert Footer	Page No. 113/114	Learn how to Insert footer on Page No. 113,114	

© AFSS



PLANNING WEEK

9 /17 22/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

MONTH	WEEK	PN	UNIT 9:FORMATTING AND EDITING IN MS WORD 2010
Computers	Class-V   40 min		TERM INFORMATION
PERIODS			I Apr-Sep 13 weeks 1 to 13 39 periods
			II Oct-Mar 17 weeks 14 to 30 51 periods
November	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER
23-Nov-15	27-Nov-15	64.	Exercises Page No. 115
		65.	Exercises Page No. 116
		66.	Revision and Practical Work
			WORKBOOK OR ACTIVITY CONTENTS
			Answer the following questions on Page No. 115
			Answer the following questions on Page No. 116
			Revision and Practical Work

© AFSS



PLANNING WEEK

10/17 23/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 10: INTRODUCTION TO MS POWERPOINT 2010			
December	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
30-Nov-15	04-Dec-15	67.	Introduction to MS Power Point 2010	Page No. 117/118	Learn Introduction to MS Power Point 2010 on Page No. 117, 118	
		68.	How to start MS Power Point	Page No. 119/120	Learn how to start MS Power Point on Page No. 119,120	
		69.	How to Create a Blank Presentation	Page No. 121	Learn how to create a Blank Presentation on Page No. 121	

© AFSS



PLANNING WEEK

11/17 24/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 10:INTRODUCTION TO MS POWERPOINT 2010			
December	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
07-Dec-15	11-Dec-15	70.	How to create a slide layout	Page No. 122	Learn how to create a slide layout on Page No. 122	
		71.	How to add text to the slide / how to insert Picture in the slide		Learn adding Text and Picture in the slide on Page No. 123	
		72.	How to Insert a New slide	Page No. 124	Learn how to Insert a New Slide on Page No. 124	

© AFSS



PLANNING WEEK

12/17 25/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 10:INTRODUCTION TO MS POWERPOINT 2010			
December	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
14-Dec-15	18-Dec-15	73.	How to Insert Text Box to the Slide	Page No. 125	Learn how to insert Text Box to the slide on Page No. 125	
		74.	How to Insert Shapes	Page No. 126	Learn how to Insert Shapes on Page No. 126	
		75.	How to Insert Word Art	Page No. 127/128	Learn how to Insert Word Art on Page No. 127,128	

© AFSS



PLANNING WEEK

13/17 26/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a			TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
				II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 10:INTRODUCTION TO MS POWERPOINT 2010		
January	SELECT WEEK	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
04-Jan-16	08-Jan-16	76.	How to add a theme	Page No. 129	Learn how to add a theme on Page No. 129
		77.	How to view your Presentation	Page No. 130	Learn how to view Presentation on Page No. 130
		78.	How to delete a slide	Page No. 131	Learn how to delete a slide on Page No. 131

© AFSS



**PLANNING WEEK**

**14/17 27/30**

SUBJECT CODE
<b>5265</b>

**THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.**

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION				
		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 10:INTRODUCTION TO MS POWERPOINT 2010			
January	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
11-Jan-16	16-Jan-16	79.	How to save Presentation	Page No. 132	Learn how to Save a Presentation on Page No. 132	
		80.	How to Open Saved Presentation	Page No. 133	Learn how to open Saved Presentation on Page No. 133	
		81.	How to exit	Page No. 134	Learn how to exit from Power Point on Page No. 134	

© AFSS





PLANNING WEEK

15/17 28/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a		TERM INFORMATION			
		I	Apr-Sep	13 weeks	1 to 13
		II	Oct-Mar	17 weeks	14 to 30
MONTH	WEEK	PN	UNIT 10:INTRODUCTION TO MS POWERPOINT 2010		
January	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
18-Jan-16	22-Jan-16	82.	Exercises	Page No. 134	Answer the following questions on Page No. 134
		83.	Exercises	Page No. 135	Answer the following questions on Page No. 135
		84.	Revision + Practical Work		Revision + Practical Work

© AFSS



PLANNING WEEK

16/17 29/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

MONTH	WEEK	PN	UNIT (7-10)	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
Computers	Class-V   40 min		TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
PERIODS				II Oct-Mar 17 weeks 14 to 30	51 periods
January	Week 4	[90]			
26-Jan-16	29-Jan-16	85.	Test Paper (Chap 7 to 10)	Page No. 136	Answer the following questions on Page No. 136
		86.	Test Paper (Chap 7 to 10)	Page No. 136	Answer the following questions on Page No. 136
		87.	Test Paper (Chap 7 to 10)	Page No. 136	Answer the following questions on Page No. 136

© AFSS



PLANNING WEEK

17/17 30/30

SUBJECT CODE
5265

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-V   40 min 3 periods p/w   90 p/a			TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT (7-10)					
February	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
01-Feb-16	05-Feb-16	88.	Revision + Practical Work				Revision + Practical Work	
		89.	Revision + Practical Work				Revision + Practical Work	
		90.	Revision + Practical Work				Revision + Practical Work	

© AFSS