

Computers | 5266

Syllabus outline for grade – VI

ACD[2.6F][DR]

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

SYLLABUS INFORMATION

Textbook Online with Computers

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Developed by Afss Team

Affiliation employee outsource

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FIRST TERM Computers 6 [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 Holidays	Week 10 Holidays	Week 11 Holidays	Week 12 Holidays
	JULY	Week 13 Holidays	Week 14 Holidays	Week 15 Holidays	Week 16 Holidays
	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 Revision Work	Week 23 Examinations	Week 24 Examinations
SECOND TERM Computers 6 [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 Holidays	Week 36 Holidays
	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 Revision Work
	MARCH	Week 45 Revision Work	Week 46 Examinations	Week 47 Examinations	Week 48 Holidays



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

APRIL	W1 [1/13 1/30] Internet Page No. 5-8	W2 [2/13 2/30] Internet Page No. 9-13	W3 [3/13 3/30] Internet Page No. 14-17	W4 [4/13 4/30] Electronics Mail Page No. 18-21
MAY	W5 [5/13 5/30] Electronic Mail Page No. 22-25	W6 [6/13 6/30] Electronic Mail Page No. 26-29	W7 [7/13 7/30] MS Word 2010 Page NO. 30-32	W8 [8/13 8/30] MS Word 2010 Page No. 33-35
JUNE	W9 Holidays	W10 Holidays	W11 Holidays	W12 Holidays
JULY	W13 Holidays	W14 Holidays	W15 Holidays	W16 Holidays
AUGUST	W17 [9/13 9/30] MS Word 2010 Page No. 36-38	W18 [10/13 10/30] MS Word 2010 Page No. 39-42	W19 [11/13 11/30] More Features of MS Word 2010 Page No. 43-47	W20 [12/13 12/30] More Features of MS word 2010 Page NO. 48-53
SEPTEMBER	W21 [13/13 13/30] More Features of MS Word 2010/ Test Paper Page No. 54- 56	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] MS PowerPoint 2010 Page No. 54-61	W26 [2/17 15/30] MS PowerPoint 2010 Page No. 62-64	W27 [3/17 16/30] MS PowerPoint 2010 Page No. 65-70	W28 [4/17 17/30] MS Power Point 2010 Page No. 71-72
NOVEMBER	W29 [5/17 18/30] More Features of MS PowerPoint 2010 Page No. 73-77	W30 [6/17 19/30] More Features of MS PowerPoint Page No. 78-82	W31 [7/17 20/30] More Features of MS PowerPoint 2010 Page No. 83-85	W32 [8/17 21/30] More Features of MS PowerPoint 2010 Page No. 86-89
DECEMBER	W33 [9/17 22/30] More Features of MS PowerPoint Page NO. 90-94	W34 [10/17 23/30] More Features of MS PowerPoint 2010 Page No. 95-92	W35 Holidays	W36 Holidays
JANUARY	W37 [11/17 24/30] Algorithms and Flowcharts Page No. 99-103	W38 [12/17 25/30] Algorithms and Flowcharts Page No. 104-105	W39 [13/17 26/30] Computer Viruses and Effects Page No. 106-109	W40 [14/17 27/30] Computer Viruses and their effects Page No. 110-115
FEBRUARY	W41 [15/17 28/30] Computer Viruses and their effects Page No. 116-119	W42 [16/17 29/30] Test Paper 2 Page No.120	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

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5266

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

Computers Class-VI 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:INTERNET		
April	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
30-Mar-15	03-Apr-15	1.	Introduction / History of Internet	Page No. 5/6	Learn about Internet on Page No. 5/6
		2.	Internet Service Provider	Page No. 7	Learn about home page and Hyperlinks on Page No.7
		3.	Connecting to the Internet	Page No. 8	Learn How to Connect on Page No. 8

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2 /13 2 /30

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MONTH	WEEK	PN	UNIT 1:INTERNET	WORKBOOK OR ACTIVITY CONTENTS
Computers PERIODS	Class-VI 40 min		TERM INFORMATION	
			I Apr-Sep 13 weeks 1 to 13	39 periods
			II Oct-Mar 17 weeks 14 to 30	51 periods
April	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
05-Apr-15	10-Apr-15	4.	Microsoft Internet Explorer Page No. 9/10	Learn about Microsoft Internet Explorer on Page no. 9, 10
		5.	Search Engines Page No. 11/12	Learn about Search Engines on Page No. 11, 12
		6.	Internet Services / Advantages of Internet Page No. 13	Learn about Internet Services and Advantages of Internet on Page No. 13

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3 /13 3 /30

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Computers Class-VI 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:INTERNET					
April	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
13-Apr-15	17-Apr-15	7.	Disadvantages of Internet	Page No. 14		Learn about Disadvantages of Internet on Page No. 14		
		8.	Exercise	Page No. 15/16		Answer the following questions on Page No. 15, 16		
		9.	Exercise	Page No. 17		Answer the following questions, Group activity,puzzle on page No. 17		

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PLANNING WEEK

4 /13 4 /30

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Computers Class-VI 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 2:ELECTRONIC MAIL			
SELECT MONTH	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
20-Apr-15	24-Apr-15	10.	Introduction,History of E-mail & Feature of Email	Page No.18/19	Learn about electronic mail and history of e-mail on Page No. 18,19	
		11.	How to Create an Email Account	Page No. 20	Learn how to create an e-mail account on any website on Page No. 20	
		12.	Captcha	Page No. 21	Learn about captcha on Page No. 21	

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Computers Class-VI 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 2:ELECTRONIC MAIL					
May	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
27-Apr-15	01-May-15	13.	How to read an e-mail	Page No. 22/23		Learn how to read an e-mail on Page No. 22,23		
		14.	How to compose and send an e-mail	Page No. 23/ 24		Learn how to compose and send an e-mail on Page No. 23, 24		
		15.	How to Attach files with e-mail	Page No. 25		Learn how to attach files with e-mail on Page No. 25		

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PLANNING WEEK

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Computers Class-VI 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 2:ELECTRONIC MAIL			
May	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS
04-May-15	08-May-15	16.	How to reply a message & Advantages of Email		Page No. 26/27	Learn how to reply a message & Advantages of Email on Page No. 26,27
		17.	Exercise, Fill in the blanks, choose the correct		Answers Page No. 28	Answer the following questions on Page No. 28
		18.	Exercise, Answer the following Question & Puzzle		Page No. 29	Answer the following questions on Page No. 29

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7 /13 7 /30

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Computers Class-VI 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:MS Word 2010	
May	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
11-May-15	15-May-15	19.	MS Word 2010 Introduction Page No. 30	Learn about introduction of MS Word 2010 on Page No. 30
		20.	How to Insert Word art in MS Ward Page No. 31	Learn how to insert word art in MS Word on Page No. 31
		21.	How to edit and change Word art text and style Page No. 32	Learn about edit and change on Page No. 32

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8 /13 8 /30

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Computers Class-VI 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: MS Word 2010					
May	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
18-May-15	22-May-15	22.	3-D Effects	Page No. 33		Learn how to apply 3D effects on Page No. 33		
		23.	Page Margin	Page No. 34		Learn how to set Page margin on Page No. 34		
		24.	Page Orientation	Page No. 35		Learn how to set page orientation on Page No. 35		

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PLANNING WEEK

9 /13 9 /30

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Computers Class-VI 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:MS Word 2010					
June	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
25-May-15	29-May-15	25.	Paragraph Spacing	Page No. 36	Learn how to set paragraph spacing on Page No. 36			
		26.	Line Spacing and Insert Symbols	Page No. 37	Learn how to set line spacing and how to insert symbols on Page No. 37			
		27.	Shadow effects and 3D effects to shapes	Page No. 38	Learn how to apply shadow effects and 3D effects to shapes on Page No. 38			

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PLANNING WEEK

10/13 10/30

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Computers Class-VI 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:MS Word 2010					
August	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
03-Aug-15	07-Aug-16	28.	Changing the position of an Object or Image	Page No. 39/40	Learn how to change the position of an object or image on Page No. 39,40			
		29.	Exercise,Choose the Correct Answers,Fill in the blank	Page No. 41	Answer the following questions on Page No. 41			
		30.	Exercise ,Answer the following questions	Page No. 42	Answer the following questions on Page No. 42			

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PLANNING WEEK

11/13 11/30

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Computers Class-VI 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:MORE FEATURES OF MS WORD 2010			
August	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
10-Aug-15	14-Aug-15	31.	More Features of MS Word 2010 / Finding and Replacing Text Page No. 43/44		Learn about Finding and Replacing Text on Page No. 43,44	
		32.	Replace	Page No. 45/46	Learn about Replacing on Page No. 45,46	
		33.	Go to Command	Page No. 47	More about Replacing Go to Command on Page No. 47	

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PLANNING WEEK

12/13 12/30

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SUBJECT PERIODS	CLASS & TIME	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 4:MORE FEATURES OF MS WORD 2010			
August	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
17-Aug-15	21-Aug-15	34.	Spelling and Grammar	Page No. 48	Learn about spellings and grammar on Page No. 48	
		35.	Thesaurus / Drop Cap	Page No. 49/50/51	Learn about thesaurus and Drop Cap on Page No. 49,50,51	
		36.	Column Formatting in Document	Page No. 52/53	Learn about Column Formatting in Document on Page No. 52,53	

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PLANNING WEEK

13/13 13/30

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Computers Class-VI 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 (1-4)					
August	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
24-Aug-15	28-Aug-15	37.	Exercises	Page No. 54		Answer the following questions on Page No. 54		
		38.	Exercises	Page No. 55		Answer the following questions on Page No. 55		
		39.	Test Page (Chap 1-4)	Page No. 56		Revision Page No. 56 Test Paper (Chap 1-4)		

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PLANNING WEEK

1 /17 14/30

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Computers Class-VI 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:MS POWERPOINT 2010		
September	SELECT WEEK	[90]	TOPIC CONTENT & PAGE NUMBER		
			WORKBOOK OR ACTIVITY CONTENTS		
31-Aug-15	04-Sep-15	40.	Introduction Ms Power Point / To Start MS Power Point	Page No. 57/58/59	Learn about MS Power Point 2010. And how to start on Page No. 57,58,59
		41.	Shape Effects	Page No. 60	Learn how to insert-shape effects in presentation on Page No. 60
		42.	Shape Styles	Page No. 61	Learn how to insert-shape styles on Page No. 61

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PLANNING WEEK

2 /17 15/30

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Computers Class-VI 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:MS POWERPOINT 2010			
October	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS
05-Oct-15	09-Oct-15	43.	Align Text or Images	Page No. 62	Learn how to align text or Images on Page No. 62	
		44.	How to rotate an Image	Page No. 63	Learn how to rotate an Image on Page No. 63	
		45.	How to Insert Clip art in slide on	Page No. 64	Learn how Insert Clip art in Slide on Page No. 64	

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PLANNING WEEK

3 /17 16/30

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Computers Class-VI 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:MS POWERPOINT 2010						
SELECT MONTH	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
12-Oct-15	16-Oct-15	46.	How to edit clip art Image	Page No. 65/66/67		Learn how to edit clip art Image on Page No. 65,65,67			
		47.	How to Insert Table in a Slide	Page No. 68		Learn how to insert table in slides on Page No. 68			
		48.	How to add Bullets and Number in Slide	Page No. 69/70		Learn how to add Bullets and Numbers in Slide on Page No. 69,70			

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PLANNING WEEK

4 /17 17/30

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Computers Class-VI 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:MS POWERPOINT 2010	
October	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
19-Oct-15	23-Oct-15	49.	Exercise Page No. 71	Answer the following questions on page No. 71
		50.	Exercise Page No. 72	Answer the following questions on Page No. 72
		51.	Revision + Practical Work	Revision + Practical Work

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PLANNING WEEK

5 /17 18/30

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Computers Class-VI 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 6:MORE FEATURES OF MS POWERPOINT 2010		
October	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
26-Oct-15	30-Oct-15	52.	More Features of MS Power Point 2010 Slide Layout Page No. 73		Learn about slide Layout on Page No. 73
		53.	Views in PowerPoint	Page No. 74/75/76	Learn about views in PowerPoint on Page No. 74,75,76
		54.	How to Rearrange Slides	Page No. 77	Learn about rearrange slides on Page No. 77

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PLANNING WEEK

6 /17 19/30

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MONTH	WEEK	PN	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
Computers	Class-VI 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
UNIT 6:MORE FEATURES OF MS POWERPOINT 2010				
November	Week 1	[90]		
02-Nov-15	06-Nov-15	55.	How to Copy slides / How to create your own design Template Page No. 78/79	Learn about copy and how to create own design template on Page No. 78,79
		56.	How to use saved design Template Page No. 80	Learn how to use saved design template on Page No. 80
		57.	How to Apply Theme to the Slide Page No. 81/82	Learn how to apply theme to the slide on Page No. 81,82

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PLANNING WEEK

7 /17 20/30

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Computers Class-VI 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:MORE FEATURES OF MS POWERPOINT 2010			
November	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
09-Nov-15	13-Nov-15	58.	How to edit Theme	Page No. 83	Learn how to edit theme on Page No. 83	
		59.	How to Apply Background Styles to a Slide	Page No. 84	Learn how to apply background styles to a slide on Page No. 84	
		60.	How to apply a Gradient Background	Page No. 85	Learn how to apply a gradient background on Page No. 85	

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PLANNING WEEK

8 /17 21/30

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Computers Class-VI 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:MORE FEATURES OF MS POWERPOINT 2010	
November	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
16-Nov-15	20-Nov-15	61.	How to apply a Texture Background Page No. 86	Learn how to apply a texture background Page No. 86
		62.	How to Insert Smart art to the slide Page No. 87/88	Learn how to Insert smartart to the slide on Page No. 87,88
		63.	Editing Smart art / Setting Transition on to the slide Page No. 89	Learn about editing smartart transition to the slide on Page No. 89

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PLANNING WEEK

9 /17 22/30

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Computers	Class-VI 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
MONTH	WEEK	PN	UNIT 6:MORE FEATURES OF MS POWERPOINT 2010	
November	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
23-Nov-15	27-Nov-15	64.	How to Insert Sound in the Presentation Page No. 90	Learn how to Insert Sound in the Presentation on Page No. 90
		65.	Charts in MS – PowerPoint 2010 Page No. 91	Learn about Charts in Power Point 2010 Page No. 91
		66.	How to Insert a Chart In Slide Page No. 92/93/94	Learn how to Insert a Chart in Slide on Page No. 92,93,94

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PLANNING WEEK

10/17 23/30

SUBJECT CODE
5266

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

Computers Class-VI 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 6:MORE FEATURES OF MS POWERPOINT 2010		
December	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
30-Nov-15	04-Dec-15	67.	Exercises	Page No. 95/96	Answer the following questions on Page No. 95, 96
		68.	Exercises	Page No. 97	Quiz and Identify Icons on Page No. 97
		69.	Exercises	Page No. 98	Puzzle on Page No. 98

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PLANNING WEEK

11/17 24/30

SUBJECT CODE
5266

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

Computers Class-VI 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:ALGORITHMS AND FLOWCHARTS			
December	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
07-Dec-15	11-Dec-15	70.	Algorithms and Flowcharts / Flow Charts	Page No. 99/100	Learn about Flowcharts on Page No. 99,100	
		71.	Loop	Page No. 101/102	Learn about Loop on Page No. 101,102	
		72.	Exercise	Page No. 103	Answer the following question on Page No. 103	

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PLANNING WEEK

12/17 25/30

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

Computers Class-VI 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:ALGORITHMS AND FLOWCHARTS			
December	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
14-Dec-15	18-Dec-15	73.	Exercises	Page No. 104	Answer the following questions on Page No. 104	
		74.	Exercises	Page No. 105	Answer the following questions on Page No. 105	
		75.	Revision + Practical Work		Revision + Practical Work	

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PLANNING WEEK

13/17 26/30

SUBJECT CODE
5266

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

Computers Class-VI 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:COMPUTER VIRUSES AND THEIR EFFECTS			
January	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
04-Jan-16	08-Jan-16	76.	Introduction,Computer Viruses and their effects	Page No. 106,107	Learn about computer viruses on Page No. 106,107	
		77.	History of Computer viruses	Page No. 108	Learn about history and types of computer viruses on Page No. 108	
		78.	How to Protect Computer from viruses	Page No. 109	Learn how to Protect Computer from viruses on Page No. 109	

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PLANNING WEEK

14/17 27/30

SUBJECT CODE
5266

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

Computers Class-VI 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:COMPUTER VIRUSES AND THEIR EFFECTS			
January	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
11-Jan-16	16-Jan-16	79.	Study about Antivirus Programme	Page No. 110	Learn about antivirus Programmes in detail on Page No. 110	
		80.	How to use an Antivirus Software	Page No. 111/112	Learn how to use Antivirus software on Page No. 111,112	
		81.	How to Scan a Drive or a folder	Page No. 113/114/115	Learn how to Scan a Drive or a folder on Page No. 113,114,115	

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PLANNING WEEK

15/17 28/30

SUBJECT CODE
5266

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

Computers	Class-VI 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
MONTH	WEEK	PN	UNIT 8:COMPUTER VIRUSES AND THEIR EFFECTS				
January	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
18-Jan-16	22-Jan-16	82.	How to update Antivirus Software	Page No. 116/117	Learn how to update Antivirus Software on Page No. 116,117		
		83.	Exercises	Page No. 118	Answer the following questions on Page No. 118		
		84.	Exercises	Page No. 119	Answer the following questions on Page No. 119		

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PLANNING WEEK

16/17 29/30

SUBJECT CODE
5266

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

Computers Class-VI 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 (5-8)					
January	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS	
25-Jan-16	29-Jan-16	85.	Test Paper 2 (Chap 5-8)		Page No. 120		Revision Test Paper 2 (Chap 5 to 8) Page No. 120	
		86.	Revision + Practical Work				Revision + Practical Work	
		87.	Revision + Practical Work				Revision + Practical Work	

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PLANNING WEEK

17/17 30/30

SUBJECT CODE 5266

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

SUBJECT Class-VI 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 (4-8)				
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	

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