Computers | 5267

Syllabus outline for grade – VII

ACD[2.6G][DR]

SYLLABUS INFORMATION

Textbook	Online with Computers
Author	A.S.Mitchell
Publisher	Air Foundation Press
ISBN	9781846651540
Developed by	Afss Team
Affiliation	employee ☒ outsource ☐
Implementation	Wednesday, April 1, 2015

Air Foundation School System
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FIRST TERM — Computers 7 [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 7 [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

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

APRIL	W1 [1/13 | 1/30] Computer Software Page No. 5-10	W2 [2/13 | 2/30] Computer Software Page No. 11-12	W3 [3/13 | 3/30] More Features of MS Word 2010 Page No. 13-18	W4 [4/13 | 4/30] More Features of MS Word 2010 Page No. 19-25
MAY	W5 [5/13 | 5/30] More Features of MS Word Page No. 26	W6 [6/13 | 6/30] More Features of MS Word Page No. 32-34	W7 [7/13 | 7/30] Mail Merge in MS Word Page No. 35-40	W8 [8/13 | 8/30] Mail Merge in MS Word 2010 Page No. 41-46
JUNE	W9 Holidays	W10 Holidays	W11 Holidays	W12 Holidays
JULY	W13 Holidays	W14 Holidays	W15 Holidays	W16 Holidays
AUGUST	W17 [9/13 | 9/30] Introduction to MS Access 2010 Page NO. 47-51	W18 [10/13 | 10/30] Introduction to MS Access 2010 Page No. 52-57	W19 [11/13 | 11/30] Introduction to MS Access 2010 page No. 58-61	W20 [12/13 | 12/30] Introduction to Q Basic Page No. 62-67
SEPTEMBER	W21 [13/13 | 13/30] Introduction to Q Basic Page No. 68-72	W22 Revision Work	W23 Examinations	W24 Examinations

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

OCTOBER	W25 [1/17 | 14/30] Functions In Q Basic page No. 73-81	W26 [2/17 | 15/30] Functions In QBasic Page No. 82-85	W27 [3/17 | 16/30] Introduction to MS Excel 2010 Page No. 86-91	W28 [4/17 | 17/30] Introduction to MS Excel 2010 Page No. 92-97
NOVEMBER	W29 [5/17 | 18/30] Editing In MS Excel 2010 Page No. 98-107	W30 [6/17 | 19/30] Editing IN MS Excel 2010 Page No. 108-116	W31 [7/17 | 20/30] Editing In MS Excel 2010 Page No. 117-126	W32 [8/17 | 21/30] Formatting Cells IN MS Excel 2010 Page No. 127-131
DECEMBER	W33 [9/17 | 22/30] Formatting Cells In MS Excel	W34 [10/17 | 23/30] Microsoft Outlook 2010 Page No. 136-139	W35 Holidays	W36 Holidays
JANUARY	W37 [11/17 | 24/30] Microsoft Outlook 2010 Page No. 140-142	W38 [12/17 | 25/30] Microsoft Outlook 2010 Page No. 143-144	W39 [13/17 | 26/30] Test Paper 2 Page No. 144	W40 [14/17 | 27/30] Revision + Practical Work
FEBRUARY	W41 [15/17 | 28/30] Revision + Practical Work	W42 [16/17 | 29/30] Revision + Practical Work	W43 [17/17 | 30/30] Revision + Practical Work	W44 Revision Work
MARCH	W45 Revision Work	W46 Examinations	W47 Examinations	W48 Holidays

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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	2+1	60+30	

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PLANNING WEEK

1 /13   **1** /30

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

SUBJECT CODE
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Computers	Class-VII | 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 1: COMPUTER SOFTWARE		
April	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
30-Mar-16	03-Apr-15	1.	System Software/ Utility Program	Page No. 5 / 6	Learn about system software on Page No. 5,6
		2.	LLL & HLL	Page No. 7 / 8	Learn about low level Languages and high level languages on Page No. 7,8
		3.	HLL/ Application Software	Page No. 9 / 10	Learn about Application Software on Page No. 9,10

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PLANNING WEEK

2 /13   **2** /30

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Computers	Class-VII | 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 1: COMPUTER SOFTWARE		
April	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
06-Apr-15	10-Apr-15	4.	Exercises	Page No. 10/11	Answer the following questions on page No. 11
		5.	Exercises	Page No. 12	Answer the following questions on Page No. 12
		6.	Revision + Practical Work		Revision + Practical Work

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PLANNING WEEK

3 /13   **3** /30

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Computers	Class-VII | 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 2: MORE FEATURES OF MS WORD 2010		
April	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
13-Apr-15	17-Apr-15	7.	How to Insert a Table	Page No. 13/14	Learn about how to insert a table on Page No. 13,14
		8.	How to insert Rows And Columns	Page No. 15/16	Learn how to insert rows and Columns in a table on Page No. 15,16
		9.	How to delete Rows and Columns	Page No. 17/18	Learn how to delete rows and columns on Page No. 17,18

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PLANNING WEEK

4 /13   **4** /30

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SUBJECT CODE
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Computers	Class-VII | 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 2: MORE FEATURES OF MS WORD 2010		
April	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
20-Apr-15	24-Apr-15	10.	How to merge or split cells	Page No. 19/20	Learn how to merge or split cells on Page No. 19,20
		11.	How to move and Resize a Table	Page No. 21/22	Learn how to move and Resize a Table on Page No. 21,22
		12.	How to Change Row height and Column Width / How to change table styles	Page No. 23/24/25	Learn how to change row height and column width & table style on Page No. 23,24,25

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PLANNING WEEK

5 /13   **5** /30

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Computers	Class-VII | 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 2: MORE FEATURES OF MS WORD 2010	
May	Week 5	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
27-Apr-15	01-May-15	13.	How to add Borders and Shading in the Table Page No. 26,27	Learn how to add borders and shading in the Table on Page No. 26,27
		14.	Watermarks Page No. 27,28,29	Learn about watermarks on Page No. 27,28,29
		15.	How to Print a Document Page No. 30,31	Learn how to Print a Document on Page No. 30,31

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PLANNING WEEK

6 /13   **6** /30

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Computers	Class-VII | 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 2: MORE FEATURES OF MS WORD 2010					
May	Week 6	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
04-May-15	08-May-15	16.	Exercises	Page No. 32		Answer the following questions on Page No. 32		
		17.	Exercises	Page No. 33		Answer the following questions on Page No. 33		
		18.	Exercises	Page No. 34		Answer the following questions Page No. 34		

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PLANNING WEEK

7 /13   **7** /30

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

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Computers	Class-VII | 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 3: MAIL MERGE IN MS WORD 2010					
May	Week7	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
11-May-15	15-May-15	19.	Mail Merge steps	Page No. 35/36		Learn about merging on Page No. 35,36		
		20.	Mail Merge steps	Page No. 37/38		Learn more on Page No. 37,38		
		21.	Mail Merge steps	Page No. 39/40		Learn more on Page No. 39,40		

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PLANNING WEEK

8 /13   **8** /30

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Computers	Class-VII	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 3: MAIL MERGE IN MS WORD 2010	
May	Week 8	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
18-May-15	22-May-15	22.	Mail Merge steps Page No. 41/42	Learn more on Page No. 41,42
		23.	Mail Merge steps Page No. 43/44	Learn more on Page No. 43,44
		24.	Envelopes and Labels Page No. 45/46	Learn about envelopes and labels on Page No. 45,46

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PLANNING WEEK

9 /13   **9** /30

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

Computers	Class-VII	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 3: MAIL MERGE IN MS WORD 2010 & UNIT 4: INTRODUCTION TO MS ACCESS 2010	
August	Week 9	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
25-May-15	29-May-15	25.	Exercises Page No. 46, 47	Answer the following questions on Page No. 47
		26.	Unit 4: Introduction to MS Access 2010 /Date Base Management System/ Batabase Concept Page No. 48/49	Learn about DBMS on Page No. 48,49
		27.	Date Base Objects/ Table Views Page No. 50/51	Learn about Date base Objects on Page No. 50,51

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PLANNING WEEK

10 /13   **10** /30

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Computers	Class-VII | 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 4: INTRODUCTION TO MS ACCESS 2010		
August	Week 10	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
03-Aug-15	07-Aug-15	28.	Changing the Views	Page No. 52/53	Learn about changing views on Page No. 52,53
		29.	Creating a Table	Page No. 54/55	Learn how to create a Table on Page No. 54,55
		30.	To Modify the Table design	Page No. 56/57	Learn how to modify the Table design on Page No. 56,57

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PLANNING WEEK

11 /13   **11** /30

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Computers	Class-VII	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 4: INTRODUCTION TO MS ACCESS 2010	
August	Week 11	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
11-Aug-15	14-Aug-15	31.	Adding Deleting and Modifying Data in Table　　Page No. 58/59	Learn how to add, delete and modify data in Table on Page No. 58,59
		32.	Exercises　　Page No. 60/61	Answer the following questions
		33.	Revision + Practical Work	Revision + Practical Work Page No. 60, 61

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PLANNING WEEK

12 /13   **12** /30

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Computers	Class-VII | 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 5: INTRODUCTION TO QBASIC	
August	Week 12	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
17-Aug-15	21-Aug-15	34.	Introduction / Starting Q Basic Page No. 62/63	Learn about Q Basics on Page No. 62,63
		35.	QBASIC Statement/ Assignment Statement Page No. 64,65	Learn about Programe Windows on Page No. 64,65
		36.	Input / Output Statement / Elements of Q Basic/ Operators Page No. 66/67	Learn about Input and Output and elements of Q Basics on Page No. 66,67

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PLANNING WEEK

13 /13   **13** /30

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Computers	Class-VII | 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 5: INTRODUCTION TO QBASIC	
September	Week 13	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
24-Aug-15	28-Aug-15	37.	Save a program in QBASIC/Open & execute a Program Page No. 68/69	Learn how to save and Open an existing programe on Page No. 68,69
		38.	Exercises Page No. 70/71	Answer the following Questions on Page No. 70,71
		39.	Test Paper Chap (Unit 1 to Unit 5) Page No. 72	Revision Test Paper (Chap 1 to 5) Page No. 72

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PLANNING WEEK

1 /17   **14** /30

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SUBJECT	Class-VII | 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 6: FUNCTIONS IN QBASIC		
October	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
31-Aug-15	04-Sep-15	40.	Functions In Q Basic	Page No. 73/74/75	Learn about Different Functions in Q Basic on Page No. 73,74,75
		41.	Functions In Q Basic/Numeric function	Page No. 76/77/78	Learn about functions in Q Basics on page No. 76,77,78
		42.	Numeric Functions	Page No. 79/80/81	Learn more about functions In Q Basic on Page No. 79,80,81

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PLANNING WEEK

2 /17   **15** /30

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Computers	Class-VII | 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 6: FUNCTIONS IN QBASIC		
October	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
05-Oct-15	09-Oct-15	43.	ASCII Table/ Date & Time Function	Page No. 82/83	Learn more about Date functions on Page No. 82,83
		44.	Exercises	Page No. 84	Answer the following Questions on Page No. 84
		45.	Exercises	Page No. 85	Answer the following Questions on Page No. 85

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PLANNING WEEK

3 /17   **16** /30

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

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SUBJECT	Class-VII | 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 7: INTRODUCTION TO MS EXCEL 2010		
October	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
12-Oct-15	16-Oct-15	46.	How to Start MS Excel	Page No. 86/87	Learn how to start MS Excel on Page No. 86,87
		47.	How to start MS Excel	Page No. 88/89	Learn about Worksheet on Page No. 88,89
		48.	How to Open a New workbook	Page No. 90/91	Learn how to Open a New workbook on Page No. 90,91

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PLANNING WEEK

4 /17   **17** /30

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

SUBJECT CODE
5267

SUBJECT	Class-VII | 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 7: INTRODUCTION TO MS EXCEL 2010	
October	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
19-Oct-15	23-Oct-15	49.	How to Move around the Excel Sheet Page No. 92/93	Learn how to save and close workbook on Page No. 92,93
		50.	How to Open a saved workbook/ How to exit MS Excel/ Exercise Page No. 94/95	Learn about how to open a saved workbook and exit from MS Excel on Page No. 94,95
		51.	Exercise Page No. 96/97	Answer the following question on Page No. 96,97

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PLANNING WEEK

5 /17   **18** /30

SUBJECT CODE
5267

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Computers	Class-VII | 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: EDITING IN MS EXCEL 2010	
November	Week 5	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
26-Oct-15	30-Oct-15	52.	How to select cells/ Multiple ranges/ Range Page No. 98/99/100	Learn about editing in MS Excel 2010 on Page No. 98,98,100
		53.	Selecting Row and Column and Entire Worksheet/Name a range Page No. 101/102/103	Learn about selecting row/column and entire worksheet on Page No. 101,102,103
		54.	Delete, Change and Copy the contents of cells Page No. 104/105/106/107	Learn how to delete and copy the contents of cells on Page No. 104,105,106,107

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PLANNING WEEK

6 /17   **19** /30

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SUBJECT CODE
5267

SUBJECT	Class-VII | 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: EDITING IN MS EXCEL 2010		
November	Week 6	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
02-Nov-15	06-Apr-15	55.	How to move Cell contents	Page No. 108/109/110	Learn how to move cell contents on Page No. 108,109,110
		56.	How to Insert entire Rows and Columns	Page No. 111, 112, 113	Learn how to insert and delete entire rows and columns on Page No. 111,112,113
		57.	How to Insert and delete Cells	Page No. 114,115/116	Learn how to Insert and delete cells on Page No. 114,115,116

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SUBJECT	Class-VII | 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: EDITING IN MS EXCEL 2010 & UNIT 9: FORMATTING CELLS IN MS EXCEL 2010	
November	Week 7	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
09-Nov-15	13-Nov-15	58.	How to Change Row Height and Column Width/Use of Autofill feature Page No. 117/118/119/120	Learn how to change row height and column width on Page No. 117,118,119,120
		59.	Exercises Page No. 121/122/123	Answer the following question on Page No. 121/122/123
		60.	Unit 9: What is formatting/working within cell Page No. 124/125/126	Learn about formatting cells on Page No. 124,125,126

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Computers	Class-VII | 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 9: FORMATTING CELLS IN MS EXCELL 2010	
November	Week 8	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
16-Nov-15	20-Nov-15	61.	Pattern and Background Color of Cells Page No. 127	Learn how to format pattern and background color of cells on Page No. 127
		62.	How to Add a Background Image & themes to Excel Sheet Page No. 128/129	Learn about background Image and deleting themes to excel sheet on Page No. 128,129
		63.	How to Insert Clipart in Excel Sheet Page No. 130/131	Learn how to Insert clipart in excel sheet on Page No. 130,131

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PLANNING WEEK

9 /17   **22** /30

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

SUBJECT CODE
5267

Computers	Class-VII | 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 9: FORMATTING CELLS IN MS EXCELL 2010	
December	Week 9	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
23-Nov-15	27-Nov-15	64.	How to Insert Word Art Text in an Excel Sheet Page No. 132/133	Learn how to Insert Ward Art text in an excel sheet on Page No. 132,133
		65.	Exercises Page No. 134	Answer the following questions on Page No. 134
		66.	Exercises Page No. 135	Answer the following questions on Page No. 135

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PLANNING WEEK

10 /17   **23** /30

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SUBJECT CODE
5267

Computers	Class-VII | 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 10: MICROSOFT OUTLOOK 2010		
December	Week 10	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
30-Nov-15	04-Dec-15	67.	Microsoft Outlook 2010/Home TAB	Page No. 136/137	Learn about Microsoft on Page No. 136,137
		68.	E-mail Addresses/Writing Messages	Page No. 138	Learn how to write message on Page No. 138
		69.	Message TAB/ Receiving Mails	Page No. 139	Learn about Receiving Mails on Page No. 139

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PLANNING WEEK

11 /17   **24** /30

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

SUBJECT CODE
5267

Computers	Class-VII | 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 10: MICROSOFT OUTLOOK 2010	
January	Week 11	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
07-Dec-15	11-Dec-15	70.	Checking and Viewing Page No. 140	Learn about checking and viewing on Page No. 140
		71.	Sending Attached files/Fill,Print,Dump/Writing Back Page No. 141	Learn about sending attached files on Page No. 141
		72.	Now you know/Key terms Page No. 142	Recall about what you learn now on Page No. 142

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PLANNING WEEK

12 /17   **25** /30

SUBJECT CODE
5267

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SUBJECT	Class-VII	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 10: MICROSOFT OUTLOOK 2010	
January	Week 12	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
14-Dec-15	18-Dec-15	73.	Exercises Page No. 143	Answer the following questions on Page No. 143
		74.	Test Pager 2 (Chap 6 – 10) Page No. 144	Revision on Page No. 144
		75.	Test Paper 2 (Chap 6 – 10) Page No. 144	Revision on Page No. 144

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PLANNING WEEK

13 /17   **26** /30

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SUBJECT CODE
5267

Computers	Class-VII | 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 10: MICROSOFT OUTLOOK 2010	
January	Week 13	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
04-Jan-16	08-Jan-16	76.	Revision + Practical Work	Revision + Practical Work
		77.	Revision + Practical Work	Revision + Practical Work
		78.	Revision + Practical Work	Revision + Practical Work

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PLANNING WEEK

14 /17   27 /30

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5267

Computers	Class-VII | 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 1 TO UNIT 10	
January	Week 14	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
11-Jan-16	15-Jan-16	79.	Revision + Practical Work	Revision + Practical Work
		80.	Revision + Practical Work	Revision + Practical Work
		81.	Revision + Practical Work	Revision + Practical Work

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PLANNING WEEK

15 /17   **28** /30

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SUBJECT CODE
5267

Computers	Class-VII | 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 1 TO UNIT 10					
February	Week 15	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
18-Jan-16	22-Jan-16	82.	Revision + Practical Work			Revision + Practical Work		
		83.	Revision + Practical Work			Revision + Practical Work		
		84.	Revision + Practical Work			Revision + Practical Work		

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PLANNING WEEK

16 /17   **29** /30

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5267

Computers	Class-VII	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 1 TO UNIT 10	
February	Week 16	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
25-Jan-16	29-Jan-16	85.	Revision + Practical Work	Revision + Practical Work
		86.	Revision + Practical Work	Revision + Practical Work
		87.	Revision + Practical Work	Revision + Practical Work

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PLANNING WEEK

17 /17   **30** /30

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5267

Computers	Class-VII | 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 1 TO UNIT 10	
February	Week 17	[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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