

INFORMATION TECHNOLOGY SYLLABUS

CLASS-V (Session 2018-19)

Book: InfoZone Computer Science (Optima Publication)

(April to September)

April:

Chapter 1: Computer at a Glance

1st Week (02.04.18 – 07.04.18): Hardware, Software, Processing Devices

2nd Week (09.04.18 – 14.04.18): Input devices- Keyboard, Mouse, Scanner, Touchpad

3rd Week (16.04.18 – 21.04.18): Output Devices- Monitor, Printer, Speakers

4th Week (23.04.18 – 28.04.18): Storage Devices- Hard Disc, CD, DVD, BD

Lab Activity: 1. Make a Presentation on “Input and Output Devices”.

2. Create a document explaining the process technique used in computer.

May:

Chapter 2: Evolution of Computer

1st Week (30.04.18 – 05.05.18): Abacus, Napier Bones, Pascaline Calculator

2nd Week (07.05.18 – 12.05.18): Difference Engine, Analytical Engine, ENIAC

3rd Week (14.05.18 – 19.05.18): First Generation, Second Generation Computers

4th Week (21.05.18 – 26.05.18): Third Generation, Fourth Generation Computers

5th Week (28.05.18 – 31.05.18): Fifth Generation Computers, Artificial Intelligence

Lab Activity: 1. Make a presentation on ‘Generations of Computer’.

2. Create a Word document on Early Computing Devices.

July:

Chapter 3: Computer Software

1st Week (02.07.18 – 07.07.18): Software, Types of Software

2nd Week (09.07.18 – 14.07.18): Application Software, Utilities Software

Lab Activity: 1. Make a presentation on ‘Types of Application Software’.

2. Create a Word document on Functions of the Operating System.

Chapter 4: Windows 7

3rd Week (16.07.18 – 21.07.18): Desktop, Start Button, Windows File Management

4th Week (23.07.18 – 28.07.18): Creating Folder, Windows Explorer, Restoring Files

Lab Activity: 1. Change the color scheme of your desktop.

2. Create a new folder containing two subfolders on the desktop.

August:

Chapter 5: Microsoft Word 2010 Formatting

1st Week (30.08.18 – 04.08.18): Character Formatting, Changing Font Type, Font Style

2nd Week (06.08.18 – 11.08.18): Paragraph Formatting, Aligning Text, Line Spacing

3rd Week (13.08.18 – 18.08.18): Creating Lists, Numbered List, Bulleted List

4th Week (20.08.18 – 25.08.18): Borders and Shading, Add text border

5th Week (27.08.18 – 01.09.18): Adding Background Shades, Applying Page Border

Lab Activity: 1. Open a document and format it by using different formatting options.

2. Open MS Word and make a numbered list of your friends whom you want to invite on your birthday.

September:

Revision and Mid Term Exam

(October to February)

October:

Chapter 6: Graphics in Microsoft Word 2010

1st Week (01.10.18 – 06.10.18): WordArt, Adding WordArt, Adding Special Effects

2nd Week (08.10.18 – 13.10.18): Changing Shape, Inserting ClipArt

3rd Week (15.10.18 – 20.10.18): Inserting Stored Images, Applying Picture Styles

4th Week (22.10.18 – 27.10.18): Inserting Predesigned Shapes, Changing Shape Colors

5th Week (29.10.18 – 03.11.18): Inserting a Screenshot or Screen Clipping

Lab Activity: 1. Design a poster in MS Word using WordArt.

2. Design an advertisement for the summer camp to be conducted in the school, using various illustrations available in Word 2010.

November:

Chapter 7: Microsoft PowerPoint 2010

1st Week (05.11.18 – 10.11.18): Inserting Text, Editing the Text, Moving the Text

2nd Week (12.11.18 – 17.11.18): Copying Text, Deleting Text, Text Formatting

3rd Week (19.11.18 – 24.11.18): Paragraph Formatting, Text Alignment, Line Spacing

4th Week (26.11.18 – 01.12.18): Applying Readymade Theme, Replacing a Specific Font

Lab Activity: 1. Create a presentation on the topic ‘Our School at Glance’.

2. Create a presentation on the topic ‘Save Trees’ by using various effects.

December:

Chapter 8: Windows Live Movie Maker

1st Week (03.12.18 – 08.12.18): Components and Working of Movie Maker Window

2nd Week (10.12.18 – 15.12.18): Editing the Movie, Splitting the Video Clip

3rd Week (17.12.18 – 22.12.18): Adding Music, Saving the Movie

Lab Activity: 1. Create a movie based presentation on ‘Threats to Environment’ using Windows Live Movie Maker.

2. Open a movie in Windows Live Movie Maker and add suitable transition effects to make it more attractive.

Chapter 9: Internet and its Services

4th Week (24.12.18 – 29.12.18): Internet, History of Internet, World Wide Web

5th Week (31.12.18 – 05.01.18): Video Conferencing, E-mail, Using the E-mail Service

Lab Activity: 1. Create an e-mail account on www.gmail.com.

2. Visit www.google.com and find information on ‘Importance of Internet’.

January:

Revision

February:

Final Exam