

# INFORMATION TECHNOLOGY SYLLABUS

## CLASS-VI (Session 2018-19)

**Book:** InfoZone Computer Science (Optima Publication)

### (April to September)

#### **April:**

##### **Chapter 1:** Computer Fundamentals

1<sup>st</sup> Week (02.04.18 – 07.04.18): Computer, Data, Information, Hardware

2<sup>nd</sup> Week (09.04.18 – 14.04.18): Input Devices, Output Devices, Storage Devices

3<sup>rd</sup> Week (16.04.18 – 21.04.18): Software, System Software, Application Software

4<sup>th</sup> Week (23.04.18 – 28.04.18): Memory in a Computer System, Memory Representation

**Lab Activity:** 1. Open MS Word and make a table on Memory Measurement Units.

2. Make a presentation on 'Types of Software'.

#### **May:**

##### **Chapter 2:** Tables in Microsoft Word 2010

1<sup>st</sup> Week (30.04.18 – 05.05.18): Creating Tables, Entering values in the Table

2<sup>nd</sup> Week (07.05.18 – 12.05.18): Inserting Rows or columns in the Table, Selecting Cells

3<sup>rd</sup> Week (14.05.18 – 19.05.18): Deleting Rows or Columns, Resizing Rows or Columns

4<sup>th</sup> Week (21.05.18 – 26.05.18): Changing Border Style and Cell Shading, Table Styles

5<sup>th</sup> Week (28.05.18 – 31.05.18): Performing Calculations in a Table, Rearranging Data

**Lab Activity:** 1. Create your Progress Report Card in MS Word using draw table option.

2. Create a table in MS Word 2010, having 5 columns and 6 rows in it.

#### **July:**

##### **Chapter 3:** More Features of Microsoft Word 2010

1<sup>st</sup> Week (02.07.18 – 07.07.18): Page Settings, Newsletter Columns, Paragraph Settings

2<sup>nd</sup> Week (09.07.18 – 14.07.18): Header and Footer, Printing the Word Document

**Lab Activity:** 1. Open a document and divide its pages into two columns.

2. Create a document having title at top and page number at bottom of each page using header and footer option.

#### **Chapter 4: Graphics in PowerPoint 2010**

3<sup>rd</sup> Week (16.07.18 – 21.07.18): Inserting Images, Inserting WordArt, Shapes

4<sup>th</sup> Week (23.07.18 – 28.07.18): Repositioning Objects, Working with Backgrounds

- Lab Activity:** 1. Create a presentation on the topic ‘Save Electricity’.  
2. Create a presentation on the topic ‘Importance of I.T’

#### **August:**

#### **Chapter 5: Animations in PowerPoint**

1<sup>st</sup> Week (30.08.18 – 04.08.18): Animating Slide Objects, Adding Animations to Object

2<sup>nd</sup> Week (06.08.18 – 11.08.18): Modifying the Animations, Reordering the Sequence

3<sup>rd</sup> Week (13.08.18 – 18.08.18): Removing the Applied Animation, Add Transition Effect

4<sup>th</sup> Week (20.08.18 – 25.08.18): Modifying Slide Transition, Previewing Transition Effect

5<sup>th</sup> Week (27.08.18 – 01.09.18): Slide Timing, Running the Slide show

- Lab Activity:** 1. Create a presentation on the topic ‘Save Tiger’ using Animation effects.  
2. Create a presentation titled ‘Save our Mother Earth’.

#### **September:**

Revision and Mid Term Exam

#### **(October to February)**

#### **October:**

#### **Chapter 6: Microsoft Excel 2010**

1<sup>st</sup> Week (01.10.18 – 06.10.18): Components of Excel Interface, Types of Data

2<sup>nd</sup> Week (08.10.18 – 13.10.18): Components of Excel File, Entering Data in Worksheet

3<sup>rd</sup> Week (15.10.18 – 20.10.18): Saving a Workbook, Closing a Workbook

- Lab Activity:** 1. Create a worksheet ‘Progress Report’ on your performance in various subjects.  
2. Open your ‘progress report’ worksheet and add one more column of grade in it.

#### **Chapter 7: Introduction to Flash CS5**

4<sup>th</sup> Week (22.10.18 – 27.10.18): Starting Flash CS5, Flash Workspace

5<sup>th</sup> Week (29.10.18 – 03.11.18): Creating Flash Artwork, Working with Symbols

**Lab Activity:** 1. Draw a flower bud using Pencil Tool and fill color in it.

2. Type- INFORMATION TECHNOLOGY using the Text Tool.

## **November:**

**Chapter 8:** Creating Animations Using Flash CS5

1<sup>st</sup> Week (05.11.18 – 10.11.18): Components of Flash, Working with Layers

2<sup>nd</sup> Week (12.11.18 – 17.11.18): Using the Timeline, Creating Animation

3<sup>rd</sup> Week (19.11.18 – 24.11.18): Frame by Frame Animation, Tweened Animation

4<sup>th</sup> Week (26.11.18 – 01.12.18): Shape Tweening, Saving the Flash document

**Lab Activity:** 1. Create a ‘winter scene’ having snowfall in Flash. Animate the snowfall using Motion Tween.

2. Create tweened motion to move the butterfly from left to right on specific path.

## **December:**

**Chapter 9:** Computer Languages and Problem Solving Technique

1<sup>st</sup> Week (03.12.18 – 08.12.18): Evolution of Computer Languages, Machine Language

2<sup>nd</sup> Week (10.12.18 – 15.12.18): Assembly Language, High Level Language

3<sup>rd</sup> Week (17.12.18 – 22.12.18): Problem Solving Techniques, Algorithm, Flowchart

**Lab Activity:** 1. Open MS Word and make a table on ‘Generations of Computer’.

2. Draw a flowchart in MS Word to multiply the two numbers.

**Chapter 10:** Internet Services

4<sup>th</sup> Week (24.12.18 – 29.12.18): Search Engines, Chatting, E-mail, Video Conferencing

5<sup>th</sup> Week (31.12.18 – 05.01.18): E-shopping, E-learning, Social networking, Cloud Storage

**Lab Activity:** 1. Visit your school website and read information.

2. Search information on ‘Pros and cons of social networking’.

## **January:**

Revision

## **February:**

Final Exam