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SAINT CAPITANIO SCHOOL

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TEACHER- Gargi Dutta Mazumder, Debopama Deb SUBJECT: Computer Science MONTH: July, August, September
 Class : V TOPIC: MS WORD 2007

LEARNING OBJECTIVES:

- To make the students learn to create, format and modify tables in MS Word 2007
- To make the students learn the use of inserting pictures, ClipArt, WordArt, page number etc in MS Word 2007

CONTENTS	RESOURCES REQUIRED	METHODOLOGY	LEARNING OUTCOME	ASSESSMENT
3. Creating tables in MS Word. Modifying and formatting tables in MS Word 2007.	Internet, Google Meet, Text book, Computer.	<ul style="list-style-type: none"> ▪ Video lectures on how to navigate MS Word and its application ▪ Demonstration class through virtual platform ▪ Interactive sessions for queries and doubts and live discussion on the topic 	<p>Students will develop green skills like-</p> <ul style="list-style-type: none"> ○ Working with the tables ○ Creating, editing and saving the file ○ Modifying and formatting files 	<p>Lab Activity</p> <p>Presentation</p>
4. Inserting a picture, ClipArt and WordArt Inserting page number	Smart board, Computer, Text book	<ul style="list-style-type: none"> ▪ Videos on practical application of different MS Word accessories will be delivered ▪ Activity learning 	<ul style="list-style-type: none"> ○ Inserting pictures, ClipArt, WordArt and page breaks ○ Page numbers to make the document look more professional 	<p>Assignments</p>
5. Revision Work	Revision copy	<ul style="list-style-type: none"> ▪ Revision work will be carried out both offline and online 		<p>Assessments</p>



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TEACHER- Gargi Dutta Mazumder, Debopama Deb SUBJECT: Computer Science MONTH: October, November, December
Class : V

TOPIC: MS POWERPOINT 2007
MS EXCEL 2007

LEARNING OBJECTIVES:

- To enhance the knowledge of the students about editing and formatting slides in PowerPoint 2007
- To make the students understand and learn how to work with MS Excel

CONTENTS	RESOURCES REQUIRED	METHODOLOGY	LEARNING OUTCOME	ASSESSMENT
<p>6. MS PowerPoint 2007 Editing and formatting slides</p>	Text book, computers, internet.	<ul style="list-style-type: none"> ▪ Lectures cum demonstrations. ▪ Chapter lustrations ▪ Problem solving ▪ Encouraging critical and creative thinking ▪ Case method discussion ▪ Lab work 	Students will have inclusive knowledge about slide presentation and other format application in MS PowerPoint.	Pen and paper test MCQ in Google form
<p>7. Introduction to MS Excel</p> <ul style="list-style-type: none"> • Inserting text, number and formulae • Cell alignment • Saving, opening, printing and closing file in MS Excel 2007 	Text book Black board, Smart board, Internet.	<ul style="list-style-type: none"> ▪ Practical learning ▪ Activity work ▪ Book exercise problem solving ▪ Digital explanation 	Basic knowledge of how to work with MS Excel and data entry shall be perceived by the students	Lab activity



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TEACHER- Gargi Dutta Mazumder, Debopama Deb SUBJECT: Computer Science MONTH: January, February, March
 Class : V TOPIC: MS Excel 2007

LEARNING OBJECTIVES:

- To make the students understand and learn how to work with MS Excel
- To enhance the knowledge of the students about MS Excel 2007.

CONTENTS	RESOURCES REQUIRED	METHODOLOGY	LEARNING OUTCOME	ASSESSMENT
8. Exploring MS Excel 2007 <ul style="list-style-type: none"> • Inserting rows and columns • Inserting Cells • Alignment of data in a cell • Auto Fill option • Editing data 	Text book, computers, internet. Black board, Smart board, Revision copy	<ul style="list-style-type: none"> ▪ Learning in an unplugged style ▪ Introduction of using of apps to make the class more mobile ▪ Computer thinking and contextualisation of learning ▪ Activities shall be carried out in the form of assignments ▪ Virtual demonstration ▪ Classroom discussion ▪ PowerPoint presentation 	The students will develop compassion for editing and working on MS excel. They will learn to make report card with features like alignment setting, auto fill, inserting and deleting cells etc	Lab activity Viva
9. Revision work		Students will be asked viva and practical work will be done		Assessments