**SUBJECT: COMPUTER 5th (2025-26)**

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| **Month** | **Name of the Book** | **Content** | **Practical/Activity** |
| Apr. | HANDS ON  A Book of Information and Communication Technology. | Know Your Computer | * How computer Store information. * Concept of Memory in computer. Need of memory in computer. * Basic Design of CPU. * Use of Secondary Storage Media. * All Activities given in chapter. |
| May | HANDS ON  A Book of Information and Communication Technology. | Organizing your Work | * How to create file and folder. * Performing of different operations using files and folders-Copy, Move, Rename, and Delete. * Learning about extension * How to work with window Explorer * How to save a file in appropriate folder. * How to use wild characters for searching Files/Folders * All Activities given in chapter. |
| June | Summer Break | | |
| July | HANDS ON  A Book of Information and Communication Technology. | More Operations in Writer (Open Office.Org) | * How to open Open Office Writer. * Learn to use how to apply following format option in writer. * Alignment.   Bullets and Numbering   * How to insert special Character. * Use of Shift Key. * How to insert Header and Footer. * How to insert a page number. * All Activities given in chapter. |
| **July Assessment of Ch-1,2(Practical test)** | | | |
| Aug. | HANDS ON  A Book of Information and Communication Technology. | Writing with styles and colours (Open office.org-writer) |  |
| * Make a document with following formatting Toolbar.  |  |  |  |  | | --- | --- | --- | --- | | Bold | Underline | Italic | Styles and Formatting | | Apply Style | Font Name | Font Size | Superscript | | Subscript | Increase Font | Reduce Font | Font Color | | Highlighting | Background Color | Character Dialog Box |  | |  |  |  |  | | | | |
| Sep. | HANDS ON  A Book of Information and Communication Technology. | Writing with styles and colours (Open office.org-writer) | 1. How to apply Format painter in your document.   * Make a document and check through Spelling and Grammar Option of Tools Menu. * All Activities given in chapter. |
| **Term-1 Examination(September)**  **Syllabus Lesson -1 to 4 (Practical Test only)** | | | |
| Oct. | HANDS ON  A Book of Information and Communication Technology. | Images in a Document-(Open Office.org-Writer) | * To create a fontwork object and edit the attribute of Fontwork. * Inserting object from the gallery. * Inserting an object as a copy. * Inserting an object as a Copy. * Inserting an object as a Link. * All Activities given in chapter. |
| Nov. | HANDS ON  A Book of Information and Communication Technology. | Advanced Features in Open Office.org-Writer | * How to Change Page Setting. * Applying Background and Border Pages. * Make a Class record in Table. * How to use Mail Merge Wizard. * Sending a letter using Mail Merge Wizard. * All Activities given in chapter. |
| **Nov. (Assessment of Ch. 5,6)**  **(Practical Test only).** | | | |
| Dec. | HANDS ON  A Book of Information and Communication Technology. | Open Office.org-Impress | * Make a presentation with 5 slides. * How to apply animation. * How to change the layout of a slide. * All Activities given in chapter. |
| Jan. | HANDS ON  A Book of Information and Communication Technology. | Safe use of Computer | * How to Install Firewall. * How to Install Antivirus * How to make secure password. * Checking on the security setting of the browser. * All Activities given in chapter. |
| Feb. | HANDS ON  A Book of Information and Communication Technology. |  | * Practical’s |
| **Feb. Term-2 Examination**  Syllabus for Term-2 is L-5 to 8. (Practical Test only) | | | |