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

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| **Month** | **Name of the Book** | **Content** | **Practical/Activity** |
| Apr. | HANDS ONA 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.
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| May | HANDS ONA 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.
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| June | Summer Break |
| July | HANDS ONA 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.
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| **July Assessment of Ch-1,2(Practical test)** |
| Aug.  | HANDS ONA Book of Information and Communication Technology. | Writing with styles and colours (Open office.org-writer) |  |
| * Make a document with following formatting Toolbar.

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| 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 |  |
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| Sep. | HANDS ONA 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.
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| **Term-1 Examination(September)** **Syllabus Lesson -1 to 4 (Practical Test only)** |
| Oct. | HANDS ONA 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.
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| Nov. | HANDS ONA 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.
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| **Nov. (Assessment of Ch. 5,6)****(Practical Test only).** |
| Dec. | HANDS ONA 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.
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| Jan.  | HANDS ONA 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.
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| Feb. | HANDS ONA Book of Information and Communication Technology. |  | * Practical’s
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| **Feb. Term-2 Examination**Syllabus for Term-2 is L-5 to 8. (Practical Test only) |