

DAWOOD PUBLIC SCHOOL
Course Outline for the year 2011-2012
Computer Studies
Class-V

August 2011:

Theory:

Chapter 1 – Applications of Computers
Chapter 3 – More about windows

Aims and Objectives:

Students will be able to recognize the use of computers in the home and outside it for leisure and work Purposes

Practical:

Windows
View ,create, rename ,copy, move and delete files in windows

Assessment:

Research work:

Locate computers using in different places.
Find out pictures of different types of computers using in daily life.

- Personal Computers
- Robots
- Special Computers

September 2011:

Theory:

Chapter 2 – Data Storage Devices
Chapter 4 – Formatting in Ms Words

Aims and Objectives:

To understand the difference between primary and secondary memory
To examine types of memory
To learn about binary digits and their role in storing information on computers
To explain the main function of windows explorer
To learn how to access windows explorer and use it to manipulate files

Practical:

Introduction of secondary storage devices
Saving data on Hard disk and Flash.
Revision of typing and basic formatting in MS word – Font, Size, Colour, Center alignment etc orientation
Students will be able to further progression in types of formatting and know how to print a document in MS Word use different tools available in MS Word.

October 2011:

Theory:

Chapter 11 – First step to internet
Chapter 5 – Features of MS Word

Aims and Objectives:

Practical

Internet
Introduction to Internet: How to find and share information online.
Utilize the spelling, grammar and thesaurus function
Change case for text
Find and replace text
Create a bulleted and numbered list
Insert Symbols.

November 2011:

Revision for Mid-Year Examinations
Revision of all chapters will be done. Practice of all practical work will be done.
Worksheets, tests and practical will be given to students to make sure they have understood all the topics.

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December 2011:

Mid-Year Examinations

January 2012:

Theory & Practical:

Chapter 6 – Creating Tables in MS Word

Chapter 7 – Working with the objects in MS Word

Aims and Objectives:

Students will be able to identify the components of Tables in MS word, create, modify and format a table. Insert word art, clip art and different objects in Word Documents

February 2012

Theory and Practical:

Chapter 8 – MS power Point Presentations

Chapter 9 – Backgrounds and slide organization in MS Power Point

Aims and Objectives:

Students will be able to discover how a slide is put together using Auto Content Wizard, learn how to use the design template, understand how to change the layout and background of presentations and slides, know how to edit slides in a presentation, Change the layout and background of a slide.

March 2012

Theory and Practical:

Chapter 10 – Microsoft Excel

Aims and Objectives:

Students will be able to introduce the software used for calculations in MS Excel, identify the key components of MS Excel Window, to learn the procedure for selecting a range of cells, to prepare an MS Excel Worksheet.

April 2012:

Revision for Final Examinations

Revision of all chapters will be done. Practice of all practical work will be done.

Worksheets, tests and practical work will be given to students to make sure they have understood all the topics.

May 2012:

Final Examinations


