Aims and Objectives of the Course outline:

Class 5 Computer Studies syllabus is designed keeping in view the great need to introduce the children to computer in the highly competitive world we live in. The syllabus focuses on the basic applications of computer, storage devices, the organizing of data, first step to internet, working on a word processor and introduction to presentation making. Each concept introduced will be reinforced by its application in real life and supplemented with adequate examples and practical work in computer lab. The idea is to familiarize students with these concepts so that they become proficient in Information Technology, in a technologically developing world.

Further aims of curriculum include:

- To explain about Data storage devices and explain them about Windows Explorer in detail.
- To be able to understand about formatting text and creating tables in MS Word and design documents such as application, certificates, class time tables and newsletter by the end of first term.
- To introduce presentation making using MS PowerPoint.
- To introduce Spreadsheet and learn to make it using MS Excel.
- To introduce them to concept of internet and various terms associated with it.

Month wise Distribution of Course Work

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August

Chapter 2: Data Storage Devices

Contents

- Storage Devices
  - Primary memory
  - Secondary Memory
  - Input Devices
  - Output Devices

- Explain the difference between primary and secondary memory devices.
- Understand that computer saves the date in the form of binary digits (1,0).
- Tell the meaning of different storage capacities and its impact.
- Perform bit-byte conversion.

Activity

- Making chart for various storage devices, companies that manufacture them and the capacities available.
- Read the storage capacities of various secondary storage devices.
- Dot to vote (LFL Activity).
- KQL (LFL Activity).

In the Lab

- Make a list of input, output and secondary storage devices used in your computer lab.
- Make a list of places where you find touch screens, and write short notes on how they are used in these places.

Assessment:

- Exercises done at the end of the chapter in the book as well as in the copy.
- Concept reviews.

September

Chapter 3: Formatting in MS Word

Contents

- Page Formatting
- Column Formatting
- Paragraph Formatting
- Printing a Document

- Format the page by setting margins, applying different orientations and setting the page to different columns.
- Format paragraphs and apply different line spacing using keyboard shortcuts.
- Apply different alignment options and print a document, its multiple copies and print only selected

Activity

- Write the English subject composition in MS Word and format the paragraphs, line spacing, margins and pages.
- Print the composition and submit it to the teacher.
- Prepare a two page document on the Science topic being taught in the month of
### Contents

- Using Thesaurus, spelling and grammar
- Using Find and Replace
- Using bullets and numbering
- Symbols
- Creating a Table
- Modifying a Table
- Formatting a Table
- Type articles for school magazine and correct the grammatical and spelling errors. Also use Thesaurus to replace words
- Find any word in the document using ‘Find and Replace’ option and replace it with another word.
- Make list of various items using bullets and numbering.
- Students will be able to identify the components of Tables in MS Word, Create, modify and format a table.

### Activity

- Utilize the spelling, grammar and the thesaurus function.
- Change case of text. Find and Replace text
- Create a Bullet and numbered list.
- Prepare a three column newsletter.
- Prepare class Time Table

### Assessment:

- Work done in the book and in copy
- Practical in Computer Lab
- Concept review

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### October

**Chapter 4: Features of MS Word & Chapter 5: Creating tables in MS Word**

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### November

**Revision for Mid-year Examinations**

- Revision of Chapter :2
- Revision of Chapter:3
- Revision of Chapter: 4 and 5

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### December

**Course completion/Revision**

**Mid-Year Examination**
January

Chapter 6: Working with objects in MS Word & Revision

**Contents:**
- Creating WordArt
- Drawing Objects
- Applying Shadows
- Applying 3-D Effects
- Inserting Clip Art
- Inserting Picture from File
- Picture Toolbar
- Insert Word art, Clip art and different objects in Word document.
- Students will be able to discover how a slide is put together using Auto Content Wizard, learn how to use the design template.
- Revision of All chapters will be done.
- Practice of all practical work will be done.

**Assessment:**
- Worksheet
- Test
- Practical will be given to students to make sure they have understood all the topics.

**Activity:**
- Students will be asked to create a newsletter on any topic, with proper formatting.

February

Chapter 7: More on MS PowerPoint 2007

**Contents:**
- Creating a New Presentation
- Themes
- Running a slide Show
- Viewing and Organizing Slides

- Students will know why the presentations are used often, their importance and practical utility and be able to make it using sound, graphics and custom animation to demonstrate variety of features available in PowerPoint.

**Activity:**
- Make PowerPoint presentations using different features on
- Science, Social Studies and Islamiat topics being taught in the month of November.
- True/False quiz (LFL Activity)

**Assessment:**
- Work done in the book and in copy
- Practical in Computer Lab
- Concept Review.
March

Chapter 8: Microsoft Excel 2007 & Chapter 9: First Step to the Internet

Contents:
- Starting MS Excel
- Components of MS Excel
- Data Types
- Saving a Workbook
- Entering Data
- Selecting cells
- Students will be given enough practice so that they become familiar with the tabs and buttons of the Ribbon.
- They will be able to make simple spreadsheets, select different cell ranges and format them.
- They will be given the basic concept of formula usage in Excel.
- The Internet
- Requirements for Connecting to the Internet
- World Wide Web
- Email, Netiquette and Safety on Internet

Activity:
- Enter Data into simple worksheets.
- Make report cards using sum and percentage formulae.
- Search the topic of Science and Social Studies, being taught in the month of March, on Internet and list different ISPs, web Browser and search engines
- True/False quiz (LFL Activity)
- Dot to vote (LFL Activity)
- KQL (LFL Activity).

Assessment:
- Work done in the book and in copy
- Practical in Computer Lab
- Concept Review

April

Chapter 9: First Step to the Internet & Revision

Contents:
Revision of the Chapters 7, 8, 9 and 10.

Activity:
- Multiple Choice Quiz with teacher’s Sheet.
- KQL (LFL Activity)
- Dot to vote (LFL Activity).

Assessment:
- Worksheets and work done in copy
- Concept Reviews.
- Worksheets, tests and practical work will be given to students to make sure they have understood all the topics.

May

Course completion/Revision
Final Examinations