

Dawood Public School
Computer Studies
Course Outline for 2017-2018
Class V

Course book- Keyboard – Computer Science with Application Software (V)
Second edition (Oxford University Press)

Month wise distribution of Course Work

August	Data Storage Devices
September	Formatting in MS Word
October	Features of MS Word Creating Tables in MS Word
November	Revision
December	Mid-Year Examination
January	Working with Objects in MS Word
February	More on MS Power Point 2007
March	Microsoft Excel 2007 First Step to Internet
April	Revision
May	Final Examination

Content	Learning Objectives
<p>Data Storage devices Examples of Input Devices</p> <ul style="list-style-type: none"> • Graphic Tablet • Touch screen <p>Examples of Output Devices</p> <ul style="list-style-type: none"> • Visual Display Unit (VDU) • Printer <p>Memory with examples.</p> <ul style="list-style-type: none"> • Primary Memory • Secondary Memory • ROM <p>Binary Digits</p> <ul style="list-style-type: none"> • Conversion 	<p>Theory Objectives</p> <ul style="list-style-type: none"> • Define the following terms: <ul style="list-style-type: none"> ➤ computer peripherals ➤ input devices ➤ output devices ➤ pointing devices • Identify input and output devices • Provide examples for pointing devices • Differentiate between the following: <ul style="list-style-type: none"> ➤ impact and non impact printers ➤ input and output devices ➤ primary and secondary memory ➤ RAM and ROM ➤ volatile and non volatile memory • Provide examples for impact and non impact printers • Solve binary conversions - bit to byte and byte to bit • Identify the use of different secondary storage devices.
<p>Tricky Terminology : bit, byte, RAM, ROM, EPROM, EEPROM, PROM, hard disk, CD-ROM, DVD, blu-ray disc, flash drive</p> <p>Types of Questions:</p> <ul style="list-style-type: none"> ➤ Multiple Choice ➤ True or False ➤ Identify and Label ➤ Short questions ➤ Complete Tables and Charts ➤ Fill in the Blanks <p>Practice in the Lab:- Pg No. 11</p> <p>I.T Links: https://en.wikipedia.org/wiki/Input/output www.bbc.co.uk/guides/zx8hvp4 https://wiki.kidzsearch.com/wiki/Central_processing_unit</p>	

Content	Learning Objectives
<p>Formatting in MS-Word</p> <p>MS Word has many formatting options which help us create documents</p> <p>Page Formatting</p> <ul style="list-style-type: none"> • Margins settings • Changing the Page Orientation • Setting paper size • Inserting page break <p>Column Formatting</p> <p>Paragraph Formatting</p> <ul style="list-style-type: none"> • How give Line Spacing between lines of text • How to give Paragraph Spacing between paragraphs <p>Setting Alignments</p> <p>Printing a Document</p>	<p>Theory Objectives</p> <ul style="list-style-type: none"> • Define the following: <ul style="list-style-type: none"> ➤ page formatting ➤ default settings ➤ margins ➤ line spacing ➤ paragraph spacing ➤ alignment • Differentiate between line spacing and paragraph spacing. • List the types of orientation <p>Practical Objectives:</p> <ul style="list-style-type: none"> • Format a document by using the options of Layout tab: <ul style="list-style-type: none"> ➤ margins ➤ orientation ➤ paper size ➤ page break • Apply column formatting options • Apply paragraph formatting and line spacing options using short keys. • Apply different alignment • Print a document
<p>Tricky Terminology: formatting, page formatting, margins, default settings, line spacing, paragraph spacing, orientation, alignment</p> <p>Types of Questions:</p> <ul style="list-style-type: none"> ➤ Multiple Choice ➤ True or False ➤ Identify and Label ➤ Short questions ➤ Complete Tables and Charts ➤ Fill in the Blanks <p>Practice in the Lab:- Pg No.27,28 and 32</p>	

Content	Learning Objectives
<p>Features of MS-Word</p> <p>MS Word has many features that are helpful after the basic word document has been created.</p> <p>Spelling and Grammar. Thesaurus Change Case.</p> <ul style="list-style-type: none"> • Sentence case • Lower case • Upper case • Capitalize each word • Toggle case <p>Find and Replace Bullets and Numbering Insert Symbols</p>	<p>Theory Objectives:</p> <ul style="list-style-type: none"> • Define the following: <ul style="list-style-type: none"> ➤ Spelling and grammar tool ➤ Thesaurus tool ➤ bullets ➤ symbols <p>Practical Objectives:</p> <ul style="list-style-type: none"> • Type articles or paragraphs and correct the grammatical and spelling errors by using Spelling and Grammar tool • Use Thesaurus tool to replace words with their synonyms • Change case of the text. • Use Find and Replace option to alter word • Make a list of various items using: <ul style="list-style-type: none"> ➤ bullets ➤ numbering • Insert Symbols in a document
<p>Tricky Terminology : thesaurus, find, replace, bullet, symbol.</p> <p>Types of Questions:</p> <ul style="list-style-type: none"> ➤ Multiple Choice ➤ True or False ➤ Identify and Label ➤ Short questions ➤ Complete Tables and Charts ➤ Fill in the Blanks <p>Practice in the Lab:- Pg No. 46,47 and 50</p>	

Content	Learning Objectives
<p>Creating Tables in MS Word</p> <p>In MS Word , a table can be created, modified and formatted to show data within a document.</p> <ul style="list-style-type: none"> • Creating a Table using four different options • Modifying a Table • Formatting a Table 	<p>Theory Objectives</p> <ul style="list-style-type: none"> • Define the following: <ul style="list-style-type: none"> ➤ table ➤ cell ➤ row ➤ column • Differentiate between a row and a column <p>Practical Objectives</p> <ul style="list-style-type: none"> • Create a table in MS Word, with the following options: <ul style="list-style-type: none"> ➤ Using 'grid' ➤ Using 'insert table' option ➤ Using 'draw table' option ➤ Using 'quick table' option • Modify a table by using <ul style="list-style-type: none"> ➤ insert ➤ delete ➤ merge ➤ split • Insert, merge, split or delete rows, columns or cells. • Format a table by using row height and column width. • Apply border and shading
<p>Tricky Terminology : table, cell, column, row</p> <p>Types of Questions:</p> <ul style="list-style-type: none"> ➤ Multiple Choice ➤ True or False ➤ Identify and Label ➤ Short questions ➤ Complete Tables and Charts ➤ Fill in the Blanks <p>Practice in the Lab:- Pg No 57 and 60</p>	

November
Revision for Mid Term Examinations

December
Mid Term Examinations

Content	Learning Objectives
<p>Working with Objects in MS Word</p> <p>MS Word allows us to work with different objects in different ways:</p> <ul style="list-style-type: none"> • Creating Word Art • Drawing Objects • Applying Shadows • Applying 3-D Effects • Inserting Clip Art • Inserting Picture from File 	<p>Theory objectives</p> <ul style="list-style-type: none"> • Define the following terms: <ul style="list-style-type: none"> ➤ word art ➤ word art style ➤ fill style ➤ line style ➤ shadow ➤ drawing object ➤ 3-D object <p>Practical objectives</p> <ul style="list-style-type: none"> • Insert Word Art • Create, modify Word Art Text according to given requirements • Drawing objects like shapes in MS Word • Insert Clip Art and picture in Word document
<p>Tricky Terminology : word art, word art style, fill style, line style, shadow, drawing object, 3-D object</p> <p>Types of Questions:</p> <ul style="list-style-type: none"> ➤ Multiple Choice ➤ True or False ➤ Identify and Label ➤ Short questions ➤ Complete Tables and Charts ➤ Fill in the Blanks <p>Practice in the Lab:- Pg No.75, 76 and 80</p>	

Content	Learning Objectives
<p>More on MS Power Point</p> <p>MS Power Point allows us to create and organize a presentation:</p> <ul style="list-style-type: none"> • Creating a New Presentation • Themes • Running a slide Show • Viewing and Organizing Slides 	<p>Theory Objectives</p> <ul style="list-style-type: none"> • Define the following: <ul style="list-style-type: none"> ➤ slide ➤ placeholder ➤ theme • List the three presentation views • Explain the usage for each type of view <p>Practical Objectives</p> <ul style="list-style-type: none"> • Create a new presentation • Apply themes • Run a slide show • View and organize slides according to the following views: <ul style="list-style-type: none"> ➤ normal view ➤ slide sorter view ➤ slide show view
<p>Tricky Terminology : slide, placeholder, theme, normal view, slide sorter view, slide show view</p> <p>Types of Questions:</p> <ul style="list-style-type: none"> ➤ Multiple Choice ➤ True or False ➤ Identify and Label ➤ Short questions ➤ Complete Tables and Charts ➤ Fill in the Blanks <p>Practice in the Lab:- Pg No.75, 76 and 80</p>	

Content	Learning Objectives
<p>Microsoft Excel 2007</p> <p>The MS Excel allows us to present data in an organized way.</p> <ul style="list-style-type: none"> • Introduction to Microsoft Excel • Starting MS Excel • Components of MS Excel • Creating and saving a new workbook • Data Types • Entering data • Selecting cells 	<p>Theory objectives</p> <ul style="list-style-type: none"> • Define the following: <ul style="list-style-type: none"> ➤ worksheet ➤ workbook ➤ cell ➤ cell pointer ➤ range • Differentiate between a workbook and a worksheet • Describe the purpose of formula bar • List and label different components of MS Excel <p>Practical objectives</p> <ul style="list-style-type: none"> • Create a new workbook • Save the workbook • Enter three types of data: <ul style="list-style-type: none"> ➤ numbers ➤ text ➤ formulas • Select range using <ul style="list-style-type: none"> ➤ extend mode ➤ Go to command
<p>Tricky Terminology : worksheet, workbook, cell, cell pointer, range</p> <p>Types of Questions:</p> <ul style="list-style-type: none"> ➤ Multiple Choice ➤ True or False ➤ Identify and Label ➤ Short questions ➤ Complete Tables and Charts ➤ Fill in the Blanks <p>Practice in the Lab:- Pg No. 107 and 109</p>	

Content	Learning Objectives
<p>First Step to the Internet</p> <p>The internet is a global network that connects people and provides easy access to information</p> <ul style="list-style-type: none"> • The Internet • Requirements for connecting to the internet • The WORLD WIDE WEB (WWW) • Search engines • Email • Netiquette • Safety on the internet 	<ul style="list-style-type: none"> • List some uses of the internet • List the requirements for connecting to the internet • Define WORLD WIDE WEB • List different search engines • Differentiate between web browser and search engine • Define the following: <ul style="list-style-type: none"> ➤ web browser ➤ web page ➤ website ➤ web address ➤ home page ➤ netsurfing ➤ email ➤ netiquette • List some safety rules that should be kept in mind while using the internet
<p>Tricky Terminology : website, netsurfing, network, internet, modem, web browser, web page, email, home page, web address</p> <p>Types of Questions:</p> <ul style="list-style-type: none"> ➤ Multiple Choice ➤ True or False ➤ Identify and Label ➤ Short questions ➤ Complete Tables and Charts ➤ Fill in the Blanks <p>Practice in the Lab:- Pg No. 126</p>	

April 2018
 Revision for Final Examinations

May 2018
 Final Examinations