Dawood Public School
Course Outline for 2018-19
Computer Studies
Class VI

Book: Right Byte 1 Fourth edition (Oxford University Press)

Month wise Distribution of Course Work

Month	Contents
August	Spreadsheets
September	Operating Systems and User interface
October	Multimedia presentation
November	Revision for Mid-Year Examination
December	Mid-Year Examination
January	LOGO
February	Processing and Storage
March	Word Processing
April	Revision for Final Examination
May	Final Examination

August

Chapter 8: Spreadsheet **Pages: 74-87**

Content	Learning Objectives
Spreadsheet A spreadsheet designed on a computer is an electronic spreadsheet. The most widely used spreadsheet software is Microsoft EXCEL. Microsoft EXCEL support various: • Components • Data Types • Functions • Formulae	**Theory objectives** • Describe an electronic spreadsheet. • Explain the following components of EXCEL worksheets: ➢ Active cell ➢ Worksheet ➢ Sheet tabs ➢ Workbook ➢ Cell • Identify cells with Labels and Values • State the purpose of formula bar **Practical objectives** • Insert the following functions of EXCEL in a spreadsheet: ➢ SUM ➢ PRODUCT ➢ AVERAGE ➢ IF ➢ Max ➢ Min • Design a mark sheet for ten students and apply formula to calculate: ➢ maximum marks ➢ obtained marks ➢ percentage ➢ average ➢ remarks • Design a weekly/monthly household budget sheet and calculate: ➢ total expenses ➢ savings ➢ highest expense ➢ lowest expense • Prepare a stock list and calculate: ➢ the total items in stock ➢ stock sold ➢ stock left
Tricky Terminology: worksheet, workbook, active cell, cell, electronic spreadsheet, auto fill, cell range, cell reference **Types of Questions:** ➢ Fill in the blanks ➢ True or False ➢ Short questions ➢ Practical based tasks **Practical Task:-** Page No. 87 Part F; Lab exercise 1 and 2 **I.T Link:** https://www.webopedia.com/TERM/S/spreadsheet.html	

September

Chapter 5: Operating System and User Interfaces **Pages: 42-49**

Content	Learning Objectives

Operating System and User Interfaces
The operating system acts as an interface between the hardware and the programs requesting input or output. It is the most important of all system software programs.
Categories of software:
• System software
  ➢ Operating system software
• Application software
• Functions of an operating system
Computer-User interface types:
• Command line interface
• Graphical user interface
Application software:
• General Purpose
• Special Purpose
• Integrated software
	Theory Objectives
	• List the functions of software in a computer system.
	• Differentiate between system software and application software.
	• Define the following:
	  ➢ operating system
	  ➢ integrated software
	• List the functions of an operating system.
	• Explain user-computer interface.
	• Explain the importance of a user-computer interface.
	• Distinguish between command line and graphical user interface.
	• Distinguish between general purpose and special purpose software.

Tricky Terminology: directory, directory tree, Prompt, Booting up, BIOS **Types of Questions:** ➢ Fill in the blanks ➢ True or False ➢ Short Questions ➢ Multiple Choice **I.T Links:** • https://blogs.helsinki.fi/students-digital-skills/1-introduction-to-the-use-of-computers/1-1-computer-functionality/operating-system-and-user-interface/ • https://www.bbc.com/education/guides/ztcdtfr/revision/2	

October

Chapter 9: Multimedia Presentation **Pages: 88-101**

Content	Learning Objectives
Multimedia Presentation A multimedia presentation uses slides and various tools that are applied to display the information in a slide show. Most widely used multimedia presentation software is Microsoft POWERPOINT. The components and features of a Power Point presentation are: • Insert Text • Clip Art • Diagrams • Audio files • Video files • New slides	**Theory Objectives** • List the features of a multimedia presentation. • List the hardware requirements for a multimedia system. • Identify various forms of data that can be inserted on a slide. • List the application areas of multimedia presentation. • Differentiate between three presentation views. **Practical objectives** • Insert titles and subtitles in slide. • Insert pictures and smart art. • Apply custom animation. • Apply slide transition. • Apply different slide shows. • Apply design templates to the slides.
Tricky Terminology: slide transition, templates, slide layout, interactive **Types of Questions:** ➢ Fill in the blanks ➢ True or False ➢ Short Questions ➢ Multiple Choice ➢ Hands on Practical **Practical Task:** Project [Part G], Page no: 101 **I.T Link:** https://open.umich.edu/sites/default/files/downloads/hibbspowerpoint_slides.ppt	

November 2018

Revision for Mid Year Examination

December 2018

Mid Year Examination

January 2019

Chapter 10: LOGO [An Educational Programming Language] **Pages: 102-115**

Content	Learning Objectives
Logo-An educational programming software Logo is a programming language used to create geometric shapes. A method for creating graphic images in the Logo programming language is called Turtle graphics. Turtle graphics is a key feature of the Logo programming language which allows drawing a variety of vector graphics using primitives. LOGO environment support: • The Graphics window • The Commander window • The Procedures	**Theory objectives** • Explain the importance of commands or primitives to control a computer. • Explain the function of Graphics window. • Define syntax and explain its importance. • Explain the advantages and use of procedures. • Categorize Logo as an educational programming language. • Identify the use of commander window and turtle. **Practical objectives** • Use appropriate commands to create shapes in a Logo environment. • Create a procedure to draw a circle. • Create a procedure to draw star shape. • Practical application to edit procedures. • Demonstrate ability to save procedures. • Demonstrate ability to load procedures.
Tricky Terminology: primitives, procedures, turtle graphics **Types of Questions:** ➢ Fill in the blanks ➢ True or False ➢ Short Questions ➢ Multiple Choice **Practical Task:** Page No: 114 -Q 5 and 6 **I.T Links** www.instructables.com/id/How-to-use-MSW-Logo/ webhost.bridgew.edu/hburgiel/COMP203/procedures.html	

February 2019

Chapter 4: Processing and Storage **Pages: 24 – 31**

Content	Learning Objectives
The system unit is the core of a computer system and the main processing center. It performs core functions by means of attached components. The components of CPU are: • Main Memory • ALU • CU Data storage is the recording of information in a storage medium. A variety of storage medium are offered to support permanent data storage. Categories of secondary storage devices are: • Hard Drive • Optical Drive • CD (CD-R , CD-ROM, CD-RW) • DVD(DVD-ROM) • Flash Drive(Solid state drive) • USB • Smart card • Internet drive	**Theory Objectives** • List the components of the system unit. • Describe the function of a microprocessor. • Explain the importance of systems main memory. • List the different types of storage media. • State the purpose for the following in a system unit: ➢ ports ➢ circuits ➢ expansion cards ➢ expansion slots ➢ motherboard ➢ microprocessor • Differentiate between the internal memory of a computer - RAM and ROM. • Differentiate between primary and secondary storage. • List the categories of secondary storage devices. • Describe the features of the following storage devices: ➢ Hard Drive ➢ Optical Drive ➢ CD (CD-R , CD-ROM, CD-RW) ➢ DVD(DVD-ROM) ➢ Flash Drive(Solid state drive) ➢ USB ➢ Smart card ➢ Internet drive
Tricky Terminology: microprocessor, flash drive, smart card, ports, circuits, volatile, non-volatile **Types of Questions** ➢ Fill in the blanks ➢ True False ➢ Question Answer ➢ Multiple Choice **I.T Link:** https://sites.google.com/site/computertechcomputerbasics/home/processing-storage	

March

Chapter 7: Word Processing **Pages: 62-73**

Content	Learning Objectives
Word Processing Word processing software provides tools for copying, editing, deleting and various types of formatting on text. Most widely used Word Processing software is Microsoft WORD. It supports a variety of features: • Formatting Text • Borders and shading • Bullets and numbering • Change case • Text alignments • Pictures and smart art • Page Orientations	**Theory objectives** • Identify Microsoft Word as an application software. • List the documents that can be prepared using Microsoft Word. • Explain the advantages of using a word processor. • Describe the features of word processing software. **Practical objectives** • Demonstrate ability to format text. • Apply text color to a document. • Create a bulleted list. • Create a numbered list. • Change case of content. • Align text to: ➢ Justify ➢ Right ➢ Left • Demonstrate ability to apply drop cap • Insert pictures into text from files. • Insert smart art into text. • Set page layouts. • Set page as: ➢ Portrait ➢ Landscape
Tricky Terminology: ribbon, thesaurus, headers, footers, tab key, page orientation **Types of Questions:** ➢ Fill in the blanks ➢ True False ➢ Question Answer ➢ Multiple Choice ➢ Hands on Practical **Practical Task:** Project [Part G] Page: 73 **I.T Links:** https://www.tutorialspoint.com/word/index.htm https://www.digitalunite.com/guides/creating-documents/microsoft-word	

April 2019

Revision for Final Term Examination

May 2019

Final Term Examination