

ARMY GOODWILL PUBLIC SCHOOL RAJOURI
SPLIT UP SYLLABUS OF COMPUTER SESSION 2021-22
I.T. apps (Based on Windows 7 with MS Office 2007 version) TEXT BOOK FOR CLASS VI

. S NO	MONTH AND ASSESSMENT	UNIT	DETAILED TOPIC	TENTATIVE NO. OF TEACHING PERIODS ALLOTTED	DEMONSTRATION/PRACTICALS WORK
1	APRIL UNIT-I SYLLABUS CHAPTER 1&2	UNIT-I	CHAPTER 1: COMPUTER LANGUAGE * Machine Language * Assembly Language * High Level Language * Fourth Generation Language	11	
2	MAY	UNIT-I	CHAPTER 2 : MORE ON WINDOWS 7 * Windows Media Player * Displaying Two Windows at a Time. * Exploring Pictures * Disk Cleanup * More on Windows 7 REVISION	15	Displaying Two Windows at a Time
3	JUNE		SUMMER VACATIONS		
4.	JULY HALF YEARLY EXAMS SYLLABUS CH- 1,2,3,4,& 5	TERM -I	CHAPTER 3: USING MAIL MERGE * Creating a Mail Merge Document * Creating Recipient List * Inserting Merge Fields * Viewing the Merged Data * Printing Your Letters	20	* Creating a Mail Merge Document * Creating Recipient List * Inserting Merge Fields * Printing Letters

5	AUGUST	TERM -I	<p>CHAPTER 4:</p> <p>MICROSOFT POWERPOINT 2007</p> <ul style="list-style-type: none"> * Inserting a Table * Entering Data in a Table * Table Tools * Formatting a Table Style * Aligning Text * Charts in PowerPoint * Components of a Chart * Creating a Chart * Changing the Chart Type * Formatting a Chart 	20	<ul style="list-style-type: none"> * Inserting a Table * Entering Data in a Table * Creating a Chart * Changing the Chart Type * Formatting a Chart
6	<p>SEPTEMBER</p> <p>HALF YEARLY EXAMS SYLLABUS CH- 1,2,3,4,& 5</p>	TERM-I	<p>CHAPTER 5:</p> <p>ANIMATING TEXT AND OBJECT</p> <ul style="list-style-type: none"> * Applying Animation Effect * Adding Transition * Inserting Sound Clips * Inserting your own Sound * Inserting Video Clips * Using Action Buttons * Importing Data from Word <p>REVISION</p>	20	<ul style="list-style-type: none"> * Inserting Sound Clips * Inserting your own Sound * Inserting Video Clips * Using Action Buttons * Importing Data from Word

7	OCTOBER UNIT-II SYLLABUS CHAPTER 6 & 7	UNIT-II	CHAPTER 6 : MICROSOFT EXCEL 2007 * Features of Excel * Starting MS Excel * Components of Worksheet * Moving around the Spreadsheet * Entering Data * Types of Data * Performing Calculations * Working with Worksheet	25	* Starting MS Excel * Moving around the Spreadsheet * Entering Data * Types of Data * Performing Calculations * Working with Worksheet
8	NOVEMBER	UNIT-II	Chapter 7 : EDITING A WORKSHEET * Selecting Cells * Entering Numbers as Text, Date and Time	20	* Selecting Cells * Entering Numbers as Text, Date and Time * Changing Cell Contents * Using Undo and Redo Feature

			<ul style="list-style-type: none"> * Changing Cell Contents * Using Undo and Redo Feature * Inserting Columns and Rows * Copying and moving Data * Using Auto Fill Feature <p style="text-align: center;">REVISION</p>		<ul style="list-style-type: none"> * Inserting Columns and Rows * Copying and moving Data * Using Auto Fill Feature
9	DECEMBER FINAL YEAR END EXAMS SYLLABUS CH- 6,7,10,11,& 12	FINAL YEAR/ PERIODIC ASSESSMEN T -II	<p>CHAPTER 10:</p> <p>INTRODUCTION TO QBASIC</p> <ul style="list-style-type: none"> * Basic and its Advantages * QBASIC * Steps to Write a Program in QBasic * Save and Run a Program * Exit and Open QBasic * Character Set of QBasic * Constants and Variables * Operators * Hierarchy of Operations * QBasic Statements 	20	<ul style="list-style-type: none"> * Steps to Write a Program in QBasic * Save and Run a Program * Exit and Open QBasic * QBasic Statements
10	JANUARY	TERM-II	<p>CHAPTERS 11:</p> <p>QBASIC STATEMENTS</p> <ul style="list-style-type: none"> * Assignment Statement-LET * Print Command 	20	<ul style="list-style-type: none"> * Assignment Statement-LET * Print Command * Input Statement * GOTO Statement

			<ul style="list-style-type: none"> * Input Statement * GOTO Statement * If...then...Else Statement * Using ELSEIF with if...Then Statement 		<ul style="list-style-type: none"> * If...then...Else Statement * Using ELSEIF with if...Then Statement
11	FEBRUARY	TERM-II	<p>CHAPTER 12:</p> <p>SURFING INTERNET:</p> <ul style="list-style-type: none"> * BRIEF HISTORY OF INTERNET * Popular Services on the internet * Using Internet * Searching Information * Using E-mail. <p>REVISION</p>	15	* Using E-mail.
12	MARCH		FINAL EXAMS		