

St. Xavier's School



Syllabus and Lesson Planner

Class	5	<h1>Syllabus</h1>		
Subject	COMPUTER			
Tr's Name	SHILPI NANDI			
Ch. No.	Name of Chapter	Topic	Month	Week

FIRST SEMESTER

1	EVOLUTION OF COMPUTERS	HISTORY OF COMPUTERS	APRIL	4
		GENERATIONS OF COMPUTERS		
		EMERGING TECHNOLOGIES		
		CHARACTERISTICS OF A COMPUTER		
		LIMITATIONS OF A COMPUTER		
2	TYPES OF SOFTWARE	SOFTWARE	MAY-JUNE	3
		SYSTEM SOFTWARE		
		APPLICATION SOFTWARE		
		SYSTEM SOFTWARE VS APPLICATION SOFTWARE		
3	ADVANCED FEATURES OF WORD PROCESSOR - I	USING FORMAT PAINTER	JULY-AUG	7
		APPLYING SUPERSCRIPIT AND SUBSCRIPIT		
		APPLYING SHADOW TO TEXT		
		APPLYING BORDERS AND SHADING		
		FINDING AND REPLACING TEXT		
		CREATING HEADER AND FOOTER		
		WORKING WITH SHAPES		
INSERTING PICTURES				

SECOND SEMESTER

5	ADVANCED FEATURES OF WORD PROCESSOR - II	INSERTING COLUMNS	OCT-NOV	7
		INSERTING BREAKS		
		WORKING WITH TABS		
		INDENTING TEXT		
		SETTING MARGINS		
		SETTING ORIENTATIONS		
		SETTING PAPER SIZE		
6	PRESENTATION SOFTWARE: SPECIAL EFFECTS	BUILT - IN TEMPLATES	DEC-JAN	7
		ENHANCING THE LOOK OF A PRESENTATION		
		CHANGING COLOUR SCHEME		
		CHANGING BACKGROUND COLOUR		
7	INTERNET SERVICES	THE INTERNET	FEB	3
		WAYS TO CONNECT TO THE INTERNET		
		POPULAR SERVICES OF THE INTERNET		
		NETIQUETTE		