

# St. Xavier's School

## Syllabus Planner



Class	VI	Syllabus		
Subject	COMPUTER	Syllabus		
Ch. No.	Name of Chapter	Topic	Month	Week
<b>FIRST SEMESTER</b>				
1	<b>COMPUTER LANGUAGES</b>	Categories of Computers	<b>APRIL</b>	<b>5</b>
		Computer Languages		
		Generartions of Computer Languages		
		Translator Programs		
2	<b>ORGANIZATION OF DATA</b>	Moving or Copying Data from One drive to Another	<b>MAY-JUNE</b>	<b>4</b>
		Moving or Copying Data from storage devices		
		Searching Files/Folders		
		Understanding the different file formats		
3	<b>TABLES IN WORD PROCESSOR</b>	Working with Multiple Application	<b>JULY</b>	<b>5</b>
		Creating a Table		
		Entering Data in a Table		
		Editing a Table		
		Changing Row Height and Column width		
		Splitting and Merging Cells		
		Applying Borders and Shading		
4	<b>MAIL MERGE IN WORD PROCESSOR</b>	Resizing Tables	<b>AUGUST</b>	<b>4</b>
		Aligning Text		
		Mail Merge		
		Creating a Main Document and Data Source		
		Inserting Merge Fields		
		Viewing the Merged data		
		Printing the letters		
<b>REVISION</b>			<b>SEPTEMBER</b>	<b>2</b>
<b>SECOND SEMESTER</b>				
5	<b>VISUAL EFFECTS IN PRESENTATION</b>	Viewing a Presentation	<b>OCTOBER-NOVEMBER</b>	<b>4</b>
		Applying Animation Effects and Applying Transitions		
		Inserting Sound Clips and Video Clips		
		Using Action Buttons		
7	<b>INTRODUCTION TO HTML</b>	Importing Data	<b>NOVEMBER-DECEMBER</b>	<b>4</b>
		HTML and its featus		
		HTML Editor and Web Browser		
		Basic Structure of an HTML Document		
		Creating and viewing HTML Document		
8	<b>INTERNET: ONLINE SURFING</b>	Tags, Elements, and Attributes	<b>JANUARY</b>	<b>4</b>
		Rules of writing HTML Script and basic HTML Tags		
		The Internet, Advantages and Disadvantages of the internet		
		Potential Threats while using the internet and Netiquette		
		Email and its Features		
		Google drive		
<b>REVISION</b>			<b>FEBRUARY</b>	<b>3</b>