| | | BCM SCHOOL | | |
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| | | **A SR. SEC. SCHOOL, AFFILIATED TO CBSE, NEW DELHI** | | |
| | | **CLASS -VI  (2020-21) SUBJECT : COMPUTER** | | |
| **BOOK NAME   :-  NEW LEARNWELL COMPUTERS** | | | **PUBLISHER NAME :- HOLY FAITH INTERNATIONAL (P) LTD.** | |
| **MONTH** | **THEME** | **CONTENTS** | **OBJECTIVE/ LEARNING OUTCOME** | **ACTIVITY** |
| APRIL | Introduciton to Computers CH:1 | understanding computers, characteristics of computers, limitations of computers | To aware students about computers | Make birthday invitation card in Ms-Word by using page border, page colour etc. |
| MAY | History of Computers CH: 2 | Understanding different generations of computer | To aware the students about different generations of computer | Make BCM school name slip in Ms-word. |
| | Ms- Word 2013 Introduction CH:9 | understanding different tabs and toolbars  in Ms-word, creating and saving of word documents | To aware students about different functions in Ms-word. | |
| JUNE | | SUMMER VACATIONS | | |
| JULY | Working with word documents CH: 10 | understanding different formatting features like, bold, italics, underline, font size, colour and style etc. | To aware students about the different formatting features. | Make Marks Sheet in Ms-word. |
| AUG | Formatting pictures and inserting objects in word CH:11 | understanding inserting picutres, shapes, symbols, smart art graphics , cropping pictures etc. | To familiarize the students about different components of word document. | Insert picture in Ms-word from file and from clip art and set it as background and set water mark. |
| SEPT. | | SUMMATIVE ASSESSMENT -1 | | |
| OCT. | Ms-Excel Introduction CH: 12 | understanding starting and exiting excel, creating new workbook, inseting rows and columns in worksheet etc. | To familiarize the students about different parts of Excel. | Make budget list in Ms-Excel. |
| NOV. | Input and output devices CH:4 | understanding keyboard types, mouse types, types of printers and scanners etc. | To aware students about different input and output devices. | Revise the above activities |
| | Components of computers CH:3 | understanding computer memory, input unit, output unit, types of memory etc. | To aware the students about different types of computer memory. | Use all the formatting features of Ms-word like bold, italics, underline,  page setting, page layout, custom margins etc. |
| DEC. | Introduction to Windows 10 CH:6 | starting windows 10, understanding different features of windows 10, undestanding shortcut keys in windows 10. | To aware the students about Windows 10, file explorer, short cut keys and description etc. | Make marks sheet in Ms-excel by using different formulaes. |
| | internet/E-mail CH:15 | understanding interent history, interent tools and their description, resources on interent etc. | understanding resources on the internet, internet tool kits ,sending and receiving e-mails. | PRACTICE  OF MS-WORD AND MS-EXCEL |
| JAN | | REVISION & COMPUTER PRACTICALS | | |