

**Subject : Computers**  
**Grade : III**  
**Year : 2019-20**

**Year Planner**

Month/No. of Working Days	Unit	SubUnit	Objective	Activities Planned	Assessment/Recap
Mar/Apr(5/5)	Ls - 1. Parts of a Computer: (Pg. 6 - 17)	* How does a computer works?	To make the student know the different parts of computer and how the processing is done and Usage of computers in different fields.	Teaching students the usage of computer in different fields.	<b>Aptitude Assessment:</b> Make a collage on “Parts of Computer” and label them.
		* Parts of a Computer			
		* What makes computer powerful?			
		* Disadvantages of a computer			
June(7/7)	Ls -2. Hardware and Software: (Pg. 18-27)	* Definition of Hardware	To make the students know the difference between Hardware and Software.	Showing the different hardware parts of computer and introducing them to few application software to the students in the lab.	<b>Skill Assessment:</b> Lab Session on Calculator (Pg.26)
		* Input Devices: Keyboard, Scanner, Mouse, Microphone, Light pen, Joystick.			
		* Output Devices: Monitor, Printer, Speaker.			
		* Storage Devices: CD, Hard Disk, Pen Drive.			
		* Definition of Software			
		* Types of Software: System Software, Application Software.			
July (11/11)	Ls-5 Editing text in MS Word 2016 (Pg.52-63)	* Entering the Text			
		* Selecting and Editing the Text			
		* Inserting the Text			
		* Moving, Copying and Deleting the Text			
		* Using Undo and Redo Commands			
		* Checking Spellings and Grammar			
		* Changing the Font Type			
		* Applying Bold, Italic and Underline Effects			

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		<ul style="list-style-type: none"> <li>* Changing Text Color</li> <li>* Changing Text Case</li> <li>* Changing Text Alignment</li> <li>* Applying Superscript and Subscript Effects</li> <li>* Creating Bulleted and Numbered List</li> </ul>	To make students know the uses of MS Word and components of Word window and few file menu options.	Teaching students how to move, copy and delete the text. Using Undo and Redo Commands.	
Aug(9/9)	Ls-6. Formatting a Document (Pg.64-75)	<ul style="list-style-type: none"> <li>* Applying Border and Shading</li> <li>* Applying Drop Cap Effect</li> <li>* Changing Text Color</li> <li>* Features</li> <li>* How to Open Paint?</li> <li>* Shapes and Select Tool</li> <li>* Moving an object</li> <li>* Using Paste Option</li> <li>* Copying an Object</li> </ul>	To make students know about the formatting features in MS word and how to give superscript and subscript effects	Teaching students how to format the text, apply borders and shadings, drop cap effect, creating Bulleted and Numbered List	<b>Skill Assessment:</b> MS Word Project 1,2 (Poster Making) pg.no-113
Sep(3/3)	<b>Revision &amp; Half Yearly Exam</b>				
Oct (8/8)	Ls-7. Working with MS Paint (Pg. 76-87)	<ul style="list-style-type: none"> <li>* Flipping The Picture</li> <li>* Resize/Skew The picture</li> <li>* Opaque and Transparent in Paint</li> <li>* Zooming the Picture</li> <li>* Setting a Drawing as a Desktop Background</li> <li>* Saving a Drawing</li> <li>* Scratch –A Simple Language</li> </ul>	To make students know how to open a paint window and make them learn different options in File, Edit, View, Image menus and different tools in paint.	Showing the students how to draw a drawing and how to flip, resize, skew and zoom the drawing in the computer lab.	<b>Skill Assessment:</b> Activity Section (Pg.87)

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Nov(9/9)	Ls-7. Working with MS Paint (Pg.76-87)	* Starting scratch			
		* Main Components of Scratch			
		* Moving a Sprite			
		* Drawing a Colorful Circle			
		* Making a Duplicate Copy of Sprite			
		* Saving a Scratch Project			
Dec(9/9)	Ls-8. Introduction to Scratch (Pg.88-99)	* Opening a Saved Project	To make children know about the computer Language-Scratch. How to start Scratch, what are the components of Scratch, saving a scratch project.	Teaching students the basics of scratch, moving a sprite, Drawing a colorful circle.	<b>Aptitude Assessment</b> Activity section (Pg.97)
		* Creating a New Project			
		* Changing the Appearance of Sprite			
		* How to Make Sprite Say Something?			
		* Repeating Actions			
		* Adding Sound			
		* Saving a Scratch Project			
		* Opening a Saved Project			
Jan(9/9)	Ls-9. Simple Movement of Sprite (Pg.100-109)	* Creating a New Project	To make children know about how to do a project in Scratch	Teaching Students how to change the appearance of a sprite, adding sound.	<b>Skill Assessment:</b> Lab Session (Pg.108)
		* Changing the Appearance of Sprite			
		* How to Make Sprite Say Something?			
		* Repeating Actions			
		* Adding Sound			
Feb(6/6)					