

**Subject : Information and Communication Technology**

**Grade V**

**Year : 2019-20**

**Year Planner**

Month/No. of Working Days	Unit	Sub- Units	Objectives	Activities planned	Evaluation
Mar / Apr(6/6)/ June(2/2)	Ls-1. Evolution of Computers	<ul style="list-style-type: none"><li>▪ History of Computer</li><li>▪ 3000-Bc Abacus</li><li>▪ Pascal Adding Machine</li><li>▪ Leibniz Calculator</li><li>▪ Charles Babbage</li><li>▪ Augusta Ada Lovelace</li><li>▪ George Boole</li><li>▪ Dr. Herman Hollerith</li><li>▪ John von Neumann</li><li>▪ Howard Aiken</li><li>▪ ENIAC/UNIVAC 1</li><li>▪ Generations of Computers</li><li>▪ Types Of Computers</li></ul>	To make the student know about different machines and different generations of computers.	Showing a PPT on generations of computers with help of Internet in computer lab.	<b>Aptitude Assessment:</b> Quiz/Chart Work on generations of computers.
June (5/5)- July(6/6)	Ls-3. Working with Tables (Pg26 - 37)	<ul style="list-style-type: none"><li>▪ Creating Table in MS Word</li><li>▪ Using Table Grid/Dialog box</li><li>▪ Entering Data</li><li>▪ Modifying a Table- Inserting columns/rows, resizing</li><li>▪ Formatting a Table</li><li>▪ Splitting &amp; merging cells</li><li>▪ Applying Borders and Shading</li><li>▪ Converting text to a Table</li><li>▪ Inserting picture in a Table</li><li>▪ Calculations in a Table</li><li>▪ Updating calculations in Table</li></ul>	To make the students know how to add table, enter data into the table and format the table.	Teaching students how to create table, enter data and modify the data.	<b>Skill Assessment:</b> Create a table showing progress report of students with minimum 4 subjects.

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July(5/5)	Ls-4. Using Mail Merge (Pg.38-47)	<ul style="list-style-type: none"> <li>▪ Creating a Mail Merge Document</li> <li>▪ Creating recipient List</li> <li>▪ Inserting Merge Fields</li> <li>▪ Viewing the Merge data</li> <li>▪ Printing the letter</li> </ul>	To make students know how to do mail merge.	Create an invitation letter for inter-school Computer Quiz addressing to different school's principals.	<b>Lab Activity:</b> Create a data Source list of your friends In Mail Merge.
August(9/9)	Ls-10 Internet and E-Mail (Pg.116-128)	<ul style="list-style-type: none"> <li>▪ Uses of Internet</li> <li>▪ Requirements for connecting to internet</li> <li>▪ Browsing the internet and Using Links</li> <li>▪ Search Engines</li> <li>▪ E-Mail</li> </ul>	To make students know about Internet and its terms, how to create, send and receive E-mail.	Showing the steps to create a new e-mail account and searching information using Search Engines.	<b>Lab Activity:</b> Create a beautiful presentation on festivals using internet.
<b>Aug/Sept</b>	<b>Revision/Term End Exam-I &amp; Practical Assessment</b>				
Oct(8/8)	Ls-5. More On PowerPoint 2016 (Pg.48-63)	<ul style="list-style-type: none"> <li>▪ Creating Photo Album</li> <li>▪ Ink Equations</li> <li>▪ Screen recording</li> <li>▪ Changing Office Theme</li> <li>▪ Comments</li> <li>▪ Smart Lookup</li> <li>▪ Ink Annotation</li> <li>▪ Viewing a Presentation</li> <li>▪ Rearranging Slides</li> <li>▪ Working with Slide Outline</li> </ul>	To make students learn how to do a PowerPoint presentation using office theme.	Showing the students how to insert shape, text box and working with shapes in presentation.	<b>Lab Activity:</b> Activity section in Pg. 62

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Nov(9/9)	Ls-6. Formatting a Presentation (Pg.66-75)	<ul style="list-style-type: none"> <li>▪ Working with Slide Master</li> <li>▪ Creating a New Custom layout</li> <li>▪ Changing Background Color</li> <li>▪ Inserting SmartArt Graphic</li> <li>▪ Inserting a Table/Chart</li> </ul>	To make students learn how to Create a new Presentation using Smart art, inserting Table & formatting a Presentation.	Create a Presentation on the topic "Highlights of School "using Themes.	<b>Aptitude Assessment:</b> Labeling the components of PowerPoint Window.
Dec(9/9)-Jan(9/9)	Ls-9. Microsoft Excel 2016 (Pg. 106-115)	<ul style="list-style-type: none"> <li>▪ Features of Excel</li> <li>▪ Starting with Excel 2016</li> <li>▪ Basic worksheet and workbook concepts</li> <li>▪ Components of a worksheet</li> <li>▪ Moving around the spreadsheet</li> <li>▪ Entering Data</li> <li>▪ Performing Calculations</li> <li>▪ Working with worksheet</li> <li>▪ Saving a workbook</li> </ul>	To make students learn about the components of a worksheet, types of data and performing calculations in a worksheet.	Teaching students on how to work with excel worksheets and doing simple calculations.	<b>Skill Assessment:</b> Create a progress Report Card in Excel.
Feb(6/6)	<b>Revision/Annual Exam &amp; Practical Assessment</b>				