

Subject : Information and Communication Technology
Grade VII
Year : 2019-20

Year Planner

Month/No. of Working Days	Unit	Sub-Units	Objectives	Activities planned	Assessment / Recap
March-April (6/6)	Ls-9 Cyber Tools (pg122-133)	<ul style="list-style-type: none"> ▪ Social Networking Sites ▪ Microblogging and Twitter ▪ Cloud Computing ▪ Google Drive ▪ One Drive ▪ YouTube ▪ Google Maps 	To make students know the different Social Networking sites, Microblogging techniques and other cyber tools.	Explaining the students pros and cons of different cyber tools through a small video.	Assessment: Collage work on Different Social Networking sites.
June(7/7)	Ls-10 Cyber Threats & Security (Pg 134-143)	<ul style="list-style-type: none"> ▪ Cybercrime ▪ Cybercrimes against an Individual Person ▪ Cybercrimes against Property ▪ Cybercrimes against Organization/Society ▪ Cyber Security 	To make students aware of different Cyber Crimes, Cyber bullying. Explaining them about Cyber laws and Security.	Showing a PPT on Cyber Ethics and Netiquettes.	
July(8/8)	Ls - 2 Using Excel as a Database: (Pg 16 - 27)	<ul style="list-style-type: none"> ▪ Using a Form to Enter Data ▪ Adding, Searching and Deleting a Record in a Form ▪ Sorting and Filtering Data ▪ Using Advanced Filter and Data Validation ▪ Adding Subtotal in Database ▪ Analyzing Data with Pivot table 	To make students learn how to organize, retrieve, sort and edit data by using Excel.	3. Using Formulae and Functions do the given activity.	Project Activity: Pg. 157

Month/No. of Working Days	Unit	Sub-Units	Objectives	Activities planned	Assessment / Recap
July(3/3) Aug(6/6)	Ls - 3 Advance Features of Excel: (Pg 28 - 41)	<ul style="list-style-type: none"> ▪ Components of a Chart ▪ Commonly used Chart Types ▪ Creating a Chart ▪ Chart Elements ▪ Formatting a Chart ▪ Combo Charts and Sparklines ▪ Using Goal Seek ▪ Consolidating Data ▪ Grouping Worksheet 	To make students learn how to create charts and working with charts.	<ol style="list-style-type: none"> 1. Helping students to work with charts and consolidating data in the computer lab. 2. Opening MS Excel and typing the contents as given in the worksheet and save it with name "Players Salaries" and create a Column Chart for it. 	Assessment: Quiz on Excel
Aug(3/3) Sept(3/3)	Revision For Term-I Exam				
Oct(8/8) Nov(3/3)	Ls - 4 Working With Flash CS6: (Pg 42 - 61)	<ul style="list-style-type: none"> ▪ What is Flash and How to open it? ▪ The Workspace ▪ Setting Document Properties ▪ Drawing an Object and Grouping Outline with Fill ▪ Applying Gradient Fill ▪ Creating and Modifying a Linear and Radial Gradient ▪ Editing Objects and Importing Graphics ▪ Animation in Flash ▪ Tint Tweening and Creating a Simple Text Shape Tween ▪ Applying and Animating Filtered Text 	To make students learn how to create an animated movie using Flash.	<ol style="list-style-type: none"> 1. Showing an animated movie with Tint effect in computer lab. 2. Creating a Flash Animation to create a Tint tween effect on the given text. 	Skill Assessment: Giving them a task in animation and assessing them.

Month/No. of Working Days	Unit	Sub-Units	Objectives	Activities planned	Assessment / Recap
Nov(6/6)	Ls - 7 Introduction to HTML 5: (Pg 94 - 109)	<ul style="list-style-type: none"> ▪ What is HTML and its Brief History ▪ Tools to be used ▪ Creating an HTML Document ▪ Tags, Elements, and Attributes ▪ Rules for Writing HTML Code ▪ HTML Document Structure 	To teach students how to create HTML document and how to view it using browser.	Creating a web page using HTML to give description about 'Endangered species'.	Skill Assessment : Project work-Pg 109.
Dec(9/9)	Ls - 7 Introduction to HTML 5: (Pg 94 - 109)	<ul style="list-style-type: none"> ▪ Heading, Paragraph, Line Break Element ▪ Horizontal Rule, Comment, Bold & Italics ▪ CSS and Methods of Applying CSS ▪ Background Properties 	To teach students how to create HTML document using Line Break and Paragraph tag.	Creating a web page using HTML to give description about 'Benefits of After School Club. Using heading Paragraph tag	Skill Assessment : Project work-Pg 158.
Jan(9/9)	Ls-8 More on CSS 3	<ul style="list-style-type: none"> ▪ In-Line Style ▪ Text Properties ▪ Font Properties ▪ Margin Properties ▪ Border Properties 	To teach students different formatting properties using CSS.	Creating a web page on "Save Girl Child" and creating a web page on "Swachh Bharat Abhiyaan" using CSS properties.	Skill Assessment : Project work-Pg 159 & Pg 121
Feb(6/6)	Revision, Practical Assessment & Term End Exam				