

# Syllabus Breakdown Computer Grade 6



# Teaching weeks per annum

For the regions where academic session begins in **April**

## FIRST TERM: APRIL – SEPTEMBER

Expected Teaching Weeks

<b>April</b>	Teaching Week 1	Teaching Week 2	Teaching Week 3	Teaching Week 4
<b>May</b>	Teaching Week 5	Teaching Week 6	Teaching Week 7	<b>First Midterm Examination</b>
<b>June</b>	<i>Summer Vacation</i>	<i>Summer Vacation</i>	<i>Summer Vacation</i>	<i>Summer Vacation</i>
<b>July</b>	<i>Summer Vacation</i>	<i>Summer Vacation</i>	<i>Summer Vacation</i>	<i>Summer Vacation</i>
<b>August</b>	Teaching Week 8	Teaching Week 9	Teaching Week 10	Teaching Week 11
<b>September</b>	Teaching Week 12	Teaching Week 13	<b>1<sup>st</sup> Term Examination</b>	<b>1<sup>st</sup> Term Examination</b>

## SECOND TERM: OCTOBER – MARCH

Expected Teaching Weeks

<b>October</b>	Teaching Week 14	Teaching Week 15	Teaching Week 16	Teaching Week 17
<b>November</b>	Teaching Week 18	Teaching Week 19	Teaching Week 20	Teaching Week 21
<b>December</b>	Teaching Week 22	<b>Second Midterm Examination</b>	<i>Winter Vacation</i>	<i>Winter Vacation</i>
<b>January</b>	Teaching Week 23	Teaching Week 24	Teaching Week 25	Teaching Week 26
<b>February</b>	Teaching Week 27	Teaching Week 28	Teaching Week 29	Teaching Week 30
<b>March</b>	<i>Revision Work</i>	<b>Annual Examination</b>	<b>Annual Examination</b>	<i>PTM &amp; Annual Day</i>



# Teaching weeks per annum

For the regions where academic session begins in **August**

## FIRST TERM: AUGUST – DECEMBER

Expected Teaching Weeks

<b>August</b>	Teaching Week 1	Teaching Week 2	Teaching Week 3	Teaching Week 4
<b>September</b>	Teaching Week 5	Teaching Week 6	Teaching Week 7	<b>First Midterm Examination</b>
<b>October</b>	Teaching Week 8	Teaching Week 9	Teaching Week 10	Teaching Week 11
<b>November</b>	Teaching Week 12	Teaching Week 13	Teaching Week 14	Teaching Week 15
<b>December</b>	<b>Midterm Examination</b>	<b>Midterm Examination</b>	<i>Winter Vacation</i>	<i>Winter Vacation</i>

## SECOND TERM: OCTOBER – MARCH

Expected Teaching Weeks

<b>January</b>	Teaching Week 16	Teaching Week 17	Teaching Week 18	Teaching Week 19
<b>February</b>	Teaching Week 20	Teaching Week 21	Teaching Week 22	<b>Second Midterm Exam</b>
<b>March</b>	Teaching Week 23	Teaching Week 24	Teaching Week 25	Teaching Week 26
<b>April</b>	Teaching Week 27	Teaching Week 28	Teaching Week 29	Teaching Week 30
<b>May</b>	<i>Revision Work</i>	<b>Annual Examination</b>	<b>Annual Examination</b>	<i>PTM &amp; Annual Day</i>



# Allocation of periods

Subjects and period distribution for preparing timetable, syllabus breakdown, lesson plans etc.

SN	SUBJECT	JUNIOR			PRIMARY		SECONDARY			EACH SUBJECT PER ANNUM
		GRADE - 1	GRADE - 2	GRADE - 3	GRADE - 4	GRADE - 5	GRADE - 6	GRADE - 7	GRADE - 8	
1	English Language	5	5	5	5	5	5	5	5	150
2	Urdu Language	5	5	5	5	5	5	5	5	
3	Mathematics	5	5	5	5	5	5	5	5	
4	Science	-	-	-	5	5	5	5	5	
5	General Knowledge	5	5	5	-	-	-	-	-	
6	Sindhi Language <sup>1</sup>	4	4	4	4	4	4	4	4	120
7	Social Studies	-	-	-	4	4	-	-	-	
8	Islamiyat	4	4	4	4	4	4	4	4	
9	Nazra-e-Quran <sup>2</sup>	4	4	4	4	4	4	4	4	
10	Geography	-	-	-	-	-	3	3	3	90
11	Computer Science	3 SRM <sup>3</sup>	3 SRM	3 SRM	3 SRM	3 SRM	3	3	3	
12	Life Skills	3 SRM	3 SRM	3 SRM	-	-	-	-	-	
13	Artwork	3 SRM	3 SRM	3 SRM	-	-	-	-	-	
14	History	-	-	-	-	-	2	2	2	
15	Life Skills & Art	-	-	-	2 SRM	2 SRM	-	-	-	60
		-	-	-	-	-	1 SRM	1 SRM	1 SRM	
PERIODS PER WEEK		37	37	37	37	37	37	37	37	

<sup>1</sup> In Sindh Region only

<sup>2</sup> In all regions except Sindh

<sup>3</sup> SRM: (Supplementary Reading Material)

**FIRST TERM | UNITS OR CHAPTERS DISTRIBUTION WITHIN 15 STUDY WEEKS OF THIS TERM.**

<b>Study Week 1 [1/15   1/30]</b> <b>Unit#01 More about computers Page# 3-7</b>	<b>Study Week 2 [2/15   2/30]</b> <b>Unit#01 More about computers Page# 8-10</b>	<b>Study Week 3 [3/15   3/30]</b> <b>Unit#01 : More About Computers</b> <b>Unit#02 : Page # 9-14</b>	<b>Study Week 4[4/15   4/30]</b> <b>Unit#02, Making a powerful Presentation.</b> <b>page #15-20</b>
<b>Study Week 5 [5/15   5/30]</b> <b>Unit#02, Making a powerful Presentation.</b> <b>page #20-22</b>	<b>Study Week 6[6/15   6/30]</b> <b>Unit#02, Making a powerful Presentation. Unit#03 More on formatting in MS Word 2016 page # 22-27</b>	<b>Study Week 7 [7/15   7/30]</b> <b>Unit#03, More on formatting in MS Word 2016</b> <b>page # 27-36</b>	<b>Study Week 8[8/15   8/30]</b> <b>Unit#03, More on formatting in MS Word2016</b> <b>Unit#04, page # 37-45</b>
<b>Study Week 9[9/15   9/30]</b> <b>Unit#04, Mail Merge</b> <b>page # 45-51</b>	<b>Study Week 10(10/15   10/30)</b> <b>Unit#04 , Mail Merge</b> <b>Unit#05: Tables in MS Word 2016. page # 51-54</b>	<b>Study Week 11[11/15   11/30]</b> <b>Unit#05: Tables in MS Word 2016. page # 54-59</b>	<b>Study Week 12(12/15   12/30)</b> <b>Unit#05: Tables in MS Word 2016. page # 59-63</b>
<b>Study week (13/15   13/30)</b> <b>Unit#05: Tables in MS Word 2016.</b> <b>page # 63-66</b>	<b>Study Week [14/15   14/30]</b> <b>Unit#06: Excel in MS Excel 2016. Page# 66-70</b>	<b>Study Week [15/15   15/30]</b> <b>Unit#06: Excel in MS Excel 2016. Page# 70-72</b>	

**SECOND TERM / Final Term | UNITS OR CHAPTER DISTRIBUTION WITHIN 15 WEEKS OF THIS TERM.**

<b>Study Week [1/15   16/30]</b> <b>Unit#06: Excel in MS Excel2016. Page# 72-73</b>	<b>Study Week [2/15   17/30]</b> <b>Unit#07: More on MS Excel 2016. Page# 74-77</b>	<b>Study Week [3/15   18/30]</b> <b>Unit#07: More on MS Excel 2016. Page# 78-81</b>	<b>Study Week [4/15   19/30]</b> <b>Unit#07: More on MS Excel 2016. Page# 81-86</b>
<b>Study Week [5/15   20/30]</b> <b>Unit#07: More on MS Excel2016. Page# 87-88</b>	<b>Study Week [6/15   21/30]</b> <b>Unit#08: Learn QBASIC Quickly. Page#89-97</b>	<b>Study Week [7/15   22/30]</b> <b>Unit#08: Learn QBASIC Quickly. Page#98-99</b>	<b>Study Week [8/15   23/30]</b> <b>Unit#08: Learn QBASIC Quickly. Unit # 09 , SortingData in the Computer’s Memory Page# 99-103</b>
<b>Study Week[9/15   24/30]</b> <b>Unit # 09 , Sorting Data in theComputer’s Memory Page# 104-105</b>	<b>Study Week [10/15   25/30]</b> <b>Unit # 10 , More on Internet Page# 106-114</b>	<b>Study Week [11/15   26/30]</b> <b>Unit # 10 , More On Internet Unit # 11 , You Have Got Mail Page# 115-121</b>	<b>Study Week [12/15   27/30]</b> <b>Unit # 11 , You Have Got Mail Page# 122-128</b>
<b>Study Week [13/15   28/30]</b> <b>Unit # 11 , You Have Got Mail Page# 129-130</b>	<b>Study Week [14/15   29/30]</b> <b>Unit # 12, Netiquettes And Safety Page# 131-133</b>	<b>Study Week [15/15   30/30]</b> <b>Unit # 12, Netiquettes AndSafety Page# 133-134</b>	



1 /15 1 /30

### Daily Break-Up

This is our new teaching week.

Computer		Class-VI   40 min		TERM INFORMATION		I Apr-Sep 15 weeks		1 to 15		45 periods		
3 periods p/w 90 p/a				II Oct-Mar 15 weeks				16 to 30		45 periods		
MONTH	WEEK	PN	Unit#01 More about computers									
	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS				
		1.	Types of computers		Page# 03-04		<ul style="list-style-type: none"> <li>•Explanation and discussion on types of computers through flow chart.</li> <li>•Learn about more types of computers.</li> </ul>					
		2.	Types of computers		Page#05-06		<ul style="list-style-type: none"> <li>•Understanding and solution of the ‘check your progress’.</li> </ul> Reading and Explanation of the Peripheral Devicesthrough practical.					
		3.	Input Devices		Page#06-07		<ul style="list-style-type: none"> <li>•Understanding and discussion about output &amp; input devices through reading and practical.</li> </ul>					

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



2 /15 2 /30

**Daily Break-Up****This is our new teaching week.**

Computer		Class-VI   40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods	
3 periods p/w 90 p/a						II	Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK 2	PN	Unit#01 : More About Computers								
	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS			
		4.	Memory of the Computer	page #08-09	●Learn about Memory of the computer “Primaryand Secondary Memory”.						
		5.	Let Us Recall & keywords	Page#09	●Recall the key points and learn about keywords						
		6.	Test Yourself.	Page#09-10	●Understanding and solution of exercises A to D.						

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3 /15 3 /30

### Daily Break-Up

This is our new teaching week.

Computer Class-VI   40 min		TERM INFORMATION		I Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w   90 p/a				II Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#01 : More About Computers		Unit#02 : making a Powerful Presentation		
	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		7.	Test Yourself.	Page#09-10	●Understanding and solution of exercise E.		
		8.	Adding Sounds	page#11-13	●Learn about how to add the sound from file andalso adding your voice.		
		9.	Formatting Sound & Adding Movies	Page#13-14	●Understanding of formatting sound and addingmovie from file through reading and practical.		

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4 /15 4 /30

### Daily Break-Up

This is our new teaching week.

Computer Class-VI   40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w   90 p/a				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#02, Making a powerful presentation.					
	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
		10.	Formatting the video and custom animation. Page#15-17			•Learn about formatting the video and custom animation through reading discussion and practical in lab.		
		11.	Custom animation. Page#17-18			•Learn about animating text through reading, discussion and practical in lab.		
		12.	Adding Transitions between slides. Page#19-20			•Learn about adding transitions between slides through reading discussion and practical in lab.		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



5 /15 5 /30

**Daily Break-Up**

This is our new teaching week.

Computer Class-VI   40 min 3 periods p/w   90 p/a		TERM INFORMATION		I Apr-Sep	15 weeks	1 to 15	45 periods
				II Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#02, Making a powerful presentation.				
	Week 5	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS		
		13.	Let Us Recall	Page#20-21	<ul style="list-style-type: none"> <li>•Check your progress.</li> <li>•Recall the key points and learn the key words.</li> </ul>		
		14.	Test yourself	Page#21-22	<ul style="list-style-type: none"> <li>•Do exercises from A to C.</li> <li>•Go to Lab (Do exercise E).</li> </ul>		
		15.	Test yourself	Page#22	<ul style="list-style-type: none"> <li>•Do exercises from D.</li> </ul>		

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6 /15 6 /30

**Daily Break-Up****This is our new teaching week.**

Computer		Class-VI   40 min		TERM INFORMATION					
3 periods p/w   90 p/a				I	Apr-Sep	15 weeks	1 to 15	45 periods	
				II	Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK	PN	Unit#02, Making a powerful presentation. Unit#03 More on formatting in MS Word 2016.						
	Week 6	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
		16.	Project work	Page#22	●Do Project work (F & G).				
		17.	Formatting characters	Page#23-25	●Understanding and discussion about formatting characters through reading and practical.				
		18.	Using Drop Cap	Page#25-27	●Explanation and Understanding about using drop cap & Formatting text in columns through reading and practical.				

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



7 /15 7 /30

### Daily Break-Up

This is our new teaching week.

Computer		Class-VI   40 min		TERM INFORMATION		I Apr-Sep 15 weeks		1 to 15		45 periods		
3 periods p/w   90 p/a				II Oct-Mar 15 weeks				16 to 30		45 periods		
MONTH	WEEK	PN	Unit#03, More on formatting in MS Word 2016									
	Week 7	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS				
		19.	Formatting characters		Page#27-29		● Reading and Explanation of the topic Formatting through practical with subtopics.					
		20.	Headers and Footers Formatting Paragraphs		Page#30-33		● Give Explanation about how we apply headers and footers and Formatting paragraphs.					
		21.	Changing the Indentation of Paragraphs		Page#34-36		● Reading and explanation of the changing the Indentation of a paragraphs.					

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher**



8 /15 8 /30

**Daily Break-Up**

This is our new teaching week.

Computer Class-VI   40 min 3 periods p/w   45 p/a			TERM INFORMATION				
			I	Apr-Oct	15 weeks	1 to 15	45 periods
			II	Nov-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#03, More on formatting in MS Word 2016 Unit#04, Mail Merge				
	Week 8	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		22.	Let us Recall	page#37-39	<ul style="list-style-type: none"> <li>Recall the key points and learn the keywords.</li> <li>Home Work: Understanding and solution of the exercise A, B,C.</li> </ul>		
		23.	Test Yourself	page#39-40	<ul style="list-style-type: none"> <li>Understanding and solution of the exercise D &amp;E.</li> </ul>		
		24.	Mail Merge	page#43-45	<ul style="list-style-type: none"> <li>Learn about Mail Merge and steps of the Mail Merge.</li> </ul>		

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9 /15 9 /30

**Daily Break-Up****This is our new teaching week.**

Computers Class-VI   40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w   90 p/a				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#04, Mail Merge					
	Week 9	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
		25.	Mail Merge	page#45-47		●Explanation and Understanding about subtopics ofMail Merge through reading and practical work		
		26.	Mail Merge	page#48-50		●learn about how to write a letter and address in mailmerge through reading discussion and practical work. ●Recall the important points and learn aboutkeywords.		
		27.	Test Yourself	page#50-51		●Understanding and solution of the exercise A,B & C.		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



10/15 10/30

**Daily Break-Up**

**This is our new teaching week.**

Computers Class-VI   40 min 3 periods p/w   90 p/a			TERM INFORMATION				
			I	Apr-Sep	15 weeks	1 to 15	45 periods
			II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#04 , Mail Merge		Unit#05: Tables in MS Word 2016.		
	Week 10	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		28.	Go To Lab	Page#51	<ul style="list-style-type: none"> <li>● Perform Practical D</li> <li>Create a main document with a picture and greetings messages.</li> <li>● Home Work: Project work</li> <li>Create a poster in MS Word informing people about the precautions to be taken against swine flu. Use Mail Merge to send this to all the residents of colony.</li> </ul>		
		29.	What is a table?	page#52-53	<ul style="list-style-type: none"> <li>● Learn about parts of table &amp; how to create atable through reading and discussion and practical.</li> </ul>		
		30.	Inserting data into cells? Resizing & Positioning a table on page.	page#53-54	<ul style="list-style-type: none"> <li>● Reading and explanation of the given through practical work.</li> </ul>		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**





11/15 11/30

**Daily Break-Up****This is our new teaching week.**

<b>Computers</b>		<b>Class-VI   40 min</b>	<b>TERM INFORMATION</b>		<b>I Apr-Oct</b>	<b>15 weeks</b>	<b>1 to 15</b>	<b>45 periods</b>
3 periods p/w   45 p/a				<b>II Nov-Mar</b>	<b>15 weeks</b>	<b>16 to 30</b>	<b>45 periods</b>	
<b>MONTH</b>	<b>WEEK</b>	<b>PN</b>	<b>Unit#05: Tables in MS Word 2016.</b>					
	<b>Week 11</b>	<b>[90]</b>	<b>TOPIC CONTENT &amp; PAGE NUMBER</b>			<b>WORKBOOK OR ACTIVITY CONTENTS</b>		
		31.	Modifying a Table	Page#54-55	• Learn about how to Modifying the table.			
		32.	Modifying a Table	Page#56-57	• Learn about sub topics of Modifying the table through practical work.			
		33.	Modifying a Table	Page#58-59	• Learn about sub topics of Modifying the table through practical work.			

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



12/15 12/30

**Daily Break-Up**

This is our new teaching week.

Islamiat		Class-VI   40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods	
3 periods p/w   90 p/a						II	Oct-Mar	15 weeks	16 to 30	45 periods	
MONTH	WEEK	PN	Unit#05: Tables in MS Word 2016.								
	Week 12	[90]	TOPIC CONTENT & PAGE NUMBER					WORKBOOK OR ACTIVITY CONTENTS			
		34.	Formatting text In a Table.	page#59-60	● Understanding of formatting text in a table through reading and practical work						
		35.	Formatting text In a Table.	page#60-61	● Understanding of sub topics of formatting text in a table through reading and practical work.						
		36.	Filling colors in Cells.	page#62-63	● Reading and Explanation of the Filling colours in cells through practical. ● Understanding of key points of Let Us Recall and Key words.						

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



13/15 13/30

**Daily Break-Up**

This is our new teaching week.

Computers Class-VI   40 min		TERM INFORMATION				
3 periods p/w   90 p/a		I	Apr-Sep	15 weeks	1 to 15	45 periods
		II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#05: Tables in MS Word 2016.			
	Week 13	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS
		37.	Tables in MS Word 2016.	page#63	●Understanding and solution of Exercises A to D.	
		38.	Tables in MS Word 2016.	page#64	●Go To Lab Do practical of Exercise E to G.	
		39.	Test of Paper 1.	page#65-66	●Test of Paper 1.	

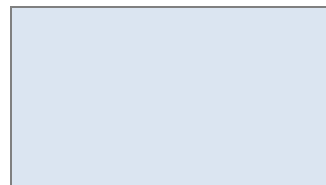
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**14/15 14/30**

**Daily Break-Up**

**This is our new teaching week.**



Computers Class-VI   40 min			TERM INFORMATION	I Apr-Oct	15 weeks	1 to 15	45 periods
3 periods p/w   45 p/a				II Nov-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#06: Excel in MS Excel 2016.				
	Week 14	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		40.	Components of the MS Excel Window. page#66-67			<ul style="list-style-type: none"> <li>Learn about “Components of the MS Excel Window” through reading, discussion and practical.</li> </ul>	
		41.	Creating a new work book. page#67-68 Moving around the work sheet			<ul style="list-style-type: none"> <li>Reading and explanation of the given topic through practical work.</li> <li>Cool Tip, Click Time, Did you know , Check your progress.</li> </ul>	
		42.	Types of Data. page#69-70			<ul style="list-style-type: none"> <li>Learn about “different types of data and also how to add data ” through reading, discussion and practical.</li> </ul>	

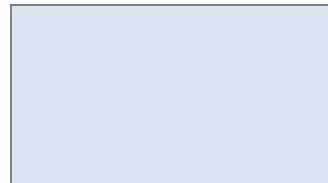
**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



15/15 15/30

**Daily Break-Up**

**This is our new teaching week.**



<b>Computers Class-VI   40 min</b> 3 periods p/w   90 p/a		<b>TERM INFORMATION</b>		<b>I Apr-Sep</b>	<b>15 weeks</b>	<b>1 to 15</b>	<b>45 periods</b>
				<b>II Oct-Mar</b>	<b>15 weeks</b>	<b>16 to 30</b>	<b>45 periods</b>
<b>MONTH</b>	<b>WEEK</b>	<b>PN</b>	<b>Unit#06: Excel in MS Excel 2016.</b>				
	<b>Week 15</b>	<b>[90]</b>	<b>TOPIC CONTENT &amp; PAGE NUMBER</b>		<b>WORKBOOK OR ACTIVITY CONTENTS</b>		
		43.	Entering a Formula and saving the Workbook.page#70		● Learn about “how to enter a Formula and save the Workbook” through reading, discussion and practical.		
		44.	Click Time, Let us Recall , Keywordspage#71		● Click Time, Let us Recall , Keywords.		
		45.	Test Yourself. page#72		● Solution of exercise A till C.		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



## 2<sup>nd</sup> Term/Final Term

1/15 16/30

**Daily Break-Up**

**This is our new teaching week.**

Computers Class-VI   40 min 3 periods p/w   90 p/a			TERM INFORMATION				
			I	Apr-Sep	15 weeks	1 to 15	45 periods
			II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#06: Excel in MS Excel 2016.				
	Week 16	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		46.	Test Yourself.	page#72	• Solve exercise D till E.		
		47.	Go To Lab	page#73	• Do practical work of G & H.		
		48.	Go To Lab	page#73	• Do practical work of I & J.		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



2/15 17/30

**Daily Break-Up**

This is our new teaching week.

Computers Class-VI   40 min		TERM INFORMATION				
3 periods p/w   90 p/a		I	Apr-Sep	15 weeks	1 to 15	45 periods
		II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#07: More on MS Excel 2016.			
	Week 17	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
		49.	Selecting Cells.	page#74-75	• Learn about “ How to select cells in MS Excel.	
		50.	Changing Column width	page#76	• Learn about “changing column width”.	
		51.	Changing Row Height	page#77	• Learn about “How to Change Row Height” through reading, discussion and practical.	

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



3/15 18/30

**Daily Break-Up**

This is our new teaching week.

Computers Class-VI   40 min		TERM INFORMATION				
3 periods p/w   90 p/a		I	Apr-Sep	15 weeks	1 to 15	45 periods
		II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#07: More on MS Excel 2016.			
	Week 18	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
		52.	Inserting Cells.	page# 78	● Learn about “ How to insert cells in MS Excel.	
		53.	Inserting a Column or Row.	page# 79	● ● Learn about “ How to insert a column orrow”.	
		54.	Deleting cells	page#80-81	● Learn about “How to delete cells or deleting an entire row or column” through reading, discussion and practical work.	

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**

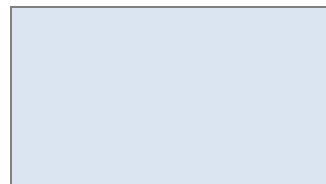




4/15 19/30

**Daily Break-Up**

**This is our new teaching week.**



Computers Class-VI   40 min		TERM INFORMATION		I Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w   90 p/a				II Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#07: More on MS Excel 2016.				
	Week 19	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS		
		55.	Hiding / Displaying Rows or Columns. page# 81-82		<ul style="list-style-type: none"> <li>Learn about “Hiding / Displaying Rows or Columns” through reading, discussion and practical work.</li> </ul>		
		56.	Editing cells contents.                      page# 83-84 Undo and Redo Commands		<ul style="list-style-type: none"> <li>Reading , Explanation and practical work.</li> <li>Editing cells contents</li> <li>Undo and Redo Commands</li> </ul>		
		57.	Copying and Moving cells contents page#85-86		<ul style="list-style-type: none"> <li>Reading , Explanation and practical work of given topics.</li> </ul>		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



5/15 20/30

**Daily Break-Up**

This is our new teaching week.

Computers Class-VI   40 min		TERM INFORMATION		I Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w   90 p/a				II Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#07: More on MS Excel 2016.				
	Week 20	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS		
		58.	Let us Recall , Keywords page# 87		<ul style="list-style-type: none"> <li>Let us Recall , Keywords.</li> </ul>		
		59.	Test Yourself page#87		<ul style="list-style-type: none"> <li>Solution of exercise A till D.</li> </ul>		
		60.	Go To Lab page#88		<ul style="list-style-type: none"> <li>Go To Lab and complete practical work.</li> </ul>		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



6/15 21/30

**Daily Break-Up****This is our new teaching week.**

Computers Class-VI   40 min 3 periods p/w   90 p/a			TERM INFORMATION				
			I	Apr-Sep	15 weeks	1 to 15	45 periods
			II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#08: Learn QBASIC Quickly.				
	Week 21	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		61.	Where is QBASIC & Elements of QBASICpage# 89-93			Learn about “Components of the MS Excel Window” through reading, discussion andpractical.	
		62.	Printing	page#93-95		●Reading and explanation of the given topics through practical work.	
		63.	Printing	page#96-97		●Reading and explanation of the given topics through practical work	

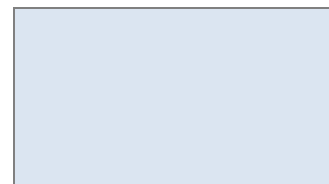
**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



7/15 22/30

**Daily Break-Up**

**This is our new teaching week.**



Computers		Class-VI   40 min		TERM INFORMATION		
3 periods p/w   90 p/a		I	Apr-Sep	15 weeks	1 to 15	45 periods
		II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#08: Learn QBASIC Quickly.			
	Week 22	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
		64.	Let Us Recall, Keywords page# 98		Let us recall key points and learn keywords. • Solve exercise A till C.	
		65.	Test Yourself page# 99		• Solve exercise D ( Answer the given questions).	
		66.	Go To Lab page# 99		• Go To Lab and perform practical oncomputer.	

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



8/15 23/30

**Daily Break-Up**

This is our new teaching week.

Computers Class-VI   40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w   90 p/a				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit#08: Learn QBASIC Quickly. Unit # 09 , Sorting Data in the Computer's Memory					
	Week 23	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
		67.	Go To Lab page# 99			<ul style="list-style-type: none"> <li>Go To Lab and perform practical on computer.</li> </ul>		
		68.	Constants and Variables page# 100-101			<ul style="list-style-type: none"> <li>Reading, explanation and practical work. What are the constants and Variables.</li> </ul>		
		69.	The Let Command and Let Us Print page# 101-103			Reading, explanation and practical work of given topic.		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



9/15 24/30

**Daily Break-Up**

This is our new teaching week.

Computers Class-VI   40 min		TERM INFORMATION		I	Apr-Oct	45 weeks	1 to 15	45 periods
3 periods p/w   45 p/a				II	Nov-Mar	45 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit # 09 , Sorting Data in the Computer's Memory					
	Week 24	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
		70.	Let Us Recall, Keywords page# 104-105			Let us recall key points and learn keywords. • Solve exercise A till C.		
		71.	Go To Lab page# 105			• Solve exercise D & F. • Go to the lab and Perform Practical's.		
		72.	Go To Lab page# 105			• Go to the lab and Perform Practical's.		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



10/15 25/30

**Daily Break-Up**

This is our new teaching week.

Computers Class-VI   40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w   90 p/a				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit # 10 , More on Internet					
	Week 25	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
		73.	Website and Search Enginepage# 106-109			Reading, explanation and practical work of given topics.		
		74.	Searching Strategiespage# 110-113			Reading, explanation and practical work of given topics.		
		75.	Let Us Recall , Keywordspage# 113-114			<ul style="list-style-type: none"> <li>Let us recall key points and learn keywords.</li> </ul> Solve exercise A & B.		

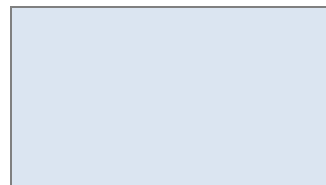
**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



**11/15 26/30**

**Daily Break-Up**

**This is our new teaching week.**



Computers Class-VI   40 min		TERM INFORMATION		I	Apr-Sep	15 weeks	1 to 15	45 periods
3 periods p/w   90 p/a				II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit # 10 , More On Internet		Unit # 11 , You Have Got Mail			
	Week 26	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
		76.	Test Yourself Go To Lab page# 115			<ul style="list-style-type: none"> <li>Solve Exercise C. ( Answer the given questions)</li> <li>● Go to the lab and Perform Practical's.</li> </ul>		
		77.	Electronic Mailpage# 116-118			<ul style="list-style-type: none"> <li>Reading and explanation of the topic</li> </ul>		
		78.	Electronic Mailpage# 119-121			<ul style="list-style-type: none"> <li>Reading and explanation of the topic</li> </ul>		

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**





12/15 27 /30

**Daily Break-Up**

This is our new teaching week.

Computers Class-VI   40 min 3 periods p/w   90 p/a			TERM INFORMATION				
			I	Apr-Sep	15 weeks	1 to 15	45 periods
			II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit # 11 , You Have Got Mail				
	Week 27	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
		79.	Electronic Mail page# 122-123			• Reading and explanation of the topic	
		80.	Electronic Mail page# 124-126			• Reading and explanation of the topic	
		81.	Electronic Mailpage# 127-128			• Reading and explanation of the topic	

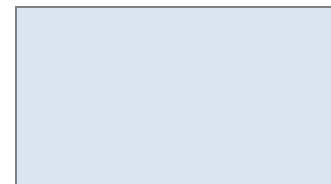
**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



13/15 28/30

**Daily Break-Up**

This is our new teaching week.



<b>Computers Class-VI   40 min</b> 3 periods p/w   90 p/a			<b>TERM INFORMATION</b>	<b>I Apr-Sep</b>	<b>15 weeks</b>	<b>1 to 15</b>	<b>45 periods</b>
				<b>II Oct-Mar</b>	<b>15 weeks</b>	<b>16 to 30</b>	<b>45 periods</b>
<b>MONTH</b>	<b>WEEK</b>	<b>PN</b>	<b>Unit # 11 , You Have Got Mail</b>				
	<b>Week 28</b>	<b>[90]</b>	<b>TOPIC CONTENT &amp; PAGE NUMBER</b>			<b>WORKBOOK OR ACTIVITY CONTENTS</b>	
		82.	Test Yourself page# 129-130			Let Us Recall, KeywordsSolve exercise A & B	
		83.	Go To Lab page# 130			Complete practical work in Computer lab	
		84.	Go To Lab page# 130			Complete practical work in Computer lab	

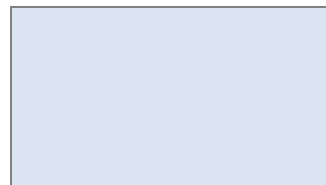
**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



**14/15 29/30**

**Daily Break-Up**

**This is our new teaching week.**



<b>Computers Class-VI   40 min</b> 3 periods p/w   90 p/a		<b>TERM INFORMATION</b>		<b>I Apr-Sep</b>	<b>15 weeks</b>	<b>1 to 15</b>	<b>45 periods</b>
				<b>II Oct-Mar</b>	<b>15 weeks</b>	<b>16 to 30</b>	<b>45 periods</b>
<b>MONTH</b>	<b>WEEK</b>	<b>PN</b>	<b>Unit # 12, Netiquettes And Safety</b>				
	<b>Week 29</b>	<b>[90]</b>	<b>TOPIC CONTENT &amp; PAGE NUMBER</b>			<b>WORKBOOK OR ACTIVITY CONTENTS</b>	
		85.	Net Etiquettes page# 131-132			● Reading and explanation and Practical work of given topic	
		86.	Let Us Recall, Keywords page# 132			● Let Us Recall, Keywords	
		87.	Let Us Recall, Keywords and Test Yourself page# 133			Solve exercise A till C	

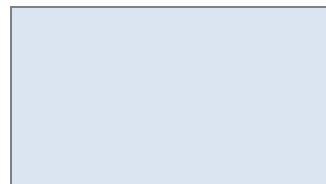
**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**



**15/15 30/30**

**Daily Break-Up**

**This is our new teaching week.**



Computers Class-VI   40 min		TERM INFORMATION				
3 periods p/w   90 p/a		I	Apr-Sep	15 weeks	1 to 15	45 periods
		II	Oct-Mar	15 weeks	16 to 30	45 periods
MONTH	WEEK	PN	Unit # 12, Netiquettes And Safety			
	Week 30	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS	
		88.	Go To Lab page# 133		Go to the lab and perform practical work.	
		89.	Test Paper 2 page# 134		Take test	
		90.	Test Paper 2 page# 134		Take test	

**Note: This breakup is provided for your daily planning. Daily lesson planning is the responsibility of the concerned teacher.**