

# KENDRIYA VIDYALAYA SANGATHAN

## COMPUTER SYLLABUS OF CLASS V

Quarter – April to June

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
1	<u>TABLE CREATION IN WORD</u>	1.1 Inserting Tables 1.1.1 Selecting no. of rows and Columns 1.1.2 Inserting new row and column 1.1.3 Merging the cells 1.1.4 Filling the color in cells 1.1.5 Alignment in the table (vertical and horizontal) 1.1.6 Table borders 1.2 Draw table	8
2	<u>MORE IN WORD</u>	2.1 Manipulating Paragraph 2.1.1 Selecting 2.1.2 Moving 2.1.3 Copying 2.1.4 Page Layout Menu 2.1.5 Margins Setting 2.1.6 Orientation 2.1.7 Paper Size (Legal & A4) 2.1.8 Page Borders 2.2 Indentation 2.3 Wrap Text / Positioning Image	6

Minimum level of learning

Student should be able to create a time table of their class in word.  
Student should be able to create a greeting card using page borders and other options.

Quarter – July to September

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
<b>3</b>	<b><u>WORKING IN EXCEL</u></b>	3.1 Working with Sheets 3.1.1 Creating / Deleting Sheets 3.1.2 Renaming Sheets 3.1.3 Copying / Moving Sheets 3.2 Inserting New Row and Column 3.3 Deleting / Hiding the Rows and Columns 3.4 Changing the width and height of the column and row. 3.5 Find and Select the data in a given range. 3.6 VIEW MENU 3.6.1 Gridlines 3.6.2 Freeze Panes 3.6.3 View side by side 3.6.4 Synchronous Scrolling	<b>14</b>
<b>4</b>	<b><u>MULTIMEDIA</u></b>	4.1 Introduction to Multimedia 4.1.1 Definition 4.1.2 Uses of Multimedia 4.1.3 Hardware and Software required 4.2 Media Player: 4.2.1 How to open and use. 4.3 Sound Recorder: 4.3.1 How to open and use. 4.4 Movie Maker: 4.4.1 Inserting image 4.4.2 Setting timeline 4.4.3 Publishing movie.	<b>10</b>

Minimum level of learning

Student should be able to create a sheet with his/her own name.

Student should be able to create an album of CCA activity using movie maker.

<u>Quarter – October to December</u>			
SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
5	<u>MAKING A POWERFUL PRESENTATION</u>	6.6 Design Menu 6.6.1 Slide Designs 6.7 Transition Menu 6.7.1 Different Effects on slides 6.8 Animation Menu 6.8.1 Different Effects on object 6.9 Viewing Presentation in Different Ways 6.9.1 Managing Slides in the Slide Sorter View 6.9.2 Running a Presentation in the Slide Show View 6.10 Previewing and Printing a Presentation 6.10.1 Selecting Page Setup Options 6.10.2 Printing a Presentation 6.11 Showing presentation using Projector.	12
Minimum level of learning  Student should be able to select a perfect design for his/her power point file based on project given by different subject teachers. Student should be able to apply different animation effects on different objects used in slides. Student should be able to give proper settings for printing the document in page setup.			
<u>Quarter – January to March</u>			
6	<u>INTERNET</u>	7.1 Review of Internet 7.1.1 Introduction to Internet 7.1.2 Web Browsers 7.1.3 Websites 7.1.4 Search Engines 7.2 Exploring the different websites 7.2.1 KVS website 7.2.2 Vidyalaya's Website 7.2.3 Wikipedia 7.2.4 Edustrokes	12
Minimum level of learning  Student should be able to open various educational websites and can copy a paragraph in their PowerPoint presentation.			