

**RISHS INTERNATIONAL SCHOOL
MANGADU**

Class : Grade 5

Handling Teacher: D.Shobana

Month	Week	Date	Topic
June	WEEK 1	10.6.21	Recap
	WEEK 2	14.6.21- 18.6.21	Theory-Ls1-Know Your Computer Practical-Working with computer
	WEEK 3	21.6.21-25.6.21	Theory-Ls1-Early Calculating Devices Practical-MS-Paint
	WEEK 4	28.6.21-30.6.21	Theory-Ls1-Types of Computer Practical-Tools of MS-Paint
		28.6.21-30.6.21	Theory-Ls-1Book Back Exercise
July	WEEK 1	1.7.21-2.7.21	Revision
	WEEK 2	5.7.21-9.7.21	PA-1
	WEEK 3	12.7.21-16.7.21	Theory-Ls2-More on Windows7 Practical-Windows 7 Features
	WEEK 4	19.7.21-23.7.21	Theory & Pracital-Ls2-Personalizing Desktop Practical-create folder, Rename Folder, Copy and Delete folder
	WEEK 5	26.7.21-30.7.21	Theory & Practical Ls-2 Run Option
August	WEEK 1	02.8.21-06.8.21	Theory-Ls2-Book back exercise for Ls-2 Practical-Introduction to MSOffice
	WEEK 2	09.8.21-13.8.21	Theory & Pracital-Ls3- Working with tables in word
	WEEK 3	16.8.21-19.8.21	Theory & Pracital-Ls3- creating and modifying table in word
	WEEK 4	23.8.21-27.8.21	Theory & Pracital-Ls3-Formatting a table and calculation in a table using word
	WEEK 5	31.8.21	Theory -Ls-3 Book Back Exercise
September	WEEK 1	01.9.21-03.9.21	PA-2
	WEEK 2	06.9.21-09.9.21	Theory & Practical -Ls4-inserting pictures
	WEEK 3	13.9.21-17.9.21	Theory & Pracital-Ls4-Editing pictures
	WEEK 4	20.9.21-24.9.21	Theory & Pracital-Ls4-WordArt and Formatting Word art
	WEEK 5	27.9.21-30.9.21	Theory & Practical -Ls4-Drawing shapes ,Book back exercise
October	WEEK 1	1.10.21	Revision
	WEEK 2	4.10.21-8.10.21	SA-1
	WEEK 3	9.10.21-17.10.21	Term Leave
	WEEK 4	18.10.21-22.10.21	Theory & Pracital-Ls5-creating a presentation using themes or templates
	WEEK 5	25.10.21-29.10.21	Theory & Pracital-Ls5-Powerpoint views

November	WEEK 1	01.11.21-05.11.21	Theory & Pracital-Ls5-Changing layout of a slide
	WEEK 2	8.11.21-12.11.21	Theory & Pracital-Ls5-changing background of a slide
	WEEK 3	15.11.21-19.11.21	Theory & Pracital-Ls5-Editing and inserting presentation
	WEEK 4	22.11.21-26.11.21	Theory-Ls5-creating photo album in PowerPoint
	WEEK 5	29.11.21-30.11.21	PA-3
December	WEEK 1	1.12.21-3.12.21	Theory & Pracital-Ls6-Introduction to MSEXcel
	WEEK 2	6.12.21-10.12.21	Theory & Pracital-Ls6-Starting Ms Excel, Saving,Opening,creating a workbook
	WEEK 3	13.12.21-17.12.21	Theory & Pracital-Ls6-Inserting and deleting worksheets in a workbook
	WEEK 4	20.12.21-24.12.21	Theory & Pracital-Ls-6-Entering and editing data in a worksheet
	WEEK 5	27.12.21-29.12.21	Theory & Practical Ls-6-Closing a workbook and exiting excel
January	WEEK 1	3.1.22-7.1.22	Theory & Pracital-Ls-6-Formulas in Excel
	WEEK 2	10.1.22-12.1.22	Ls6-Book Back
	WEEK 3	17.1.22-21.1.22	LS-6-Sum,Total,Average,Count Formulas in Excel
	WEEK 4	24.1.22-31.1.22	Revision
February	WEEK 1	1.2.22-4.2.22	PA-4
	WEEK 2	7.2.22-11.2.22	Ls-7-Recap of internet terms, History of the internet
	WEEK 3	14.2.22-18.2.22	Ls-7Requirements for getting Online
	WEEK 4	21.2.22-25.2.22	Ls-7- Internet Services, Net Etiquette
March	WEEK 1		REVISION
	WEEK 2		SA-2