**INDIAN SCHOOL AL WADI AL KABIR**

**DEPARTMENT OF COMPUTER SCIENCE**

**ACADEMIC YEAR: 2018-2019: CLASS VII**

**SUBJECT: COMPUTER SCIENCE**

**ANNUAL SYLLABUS PLAN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Month** | **No. of working days/periods** | **Week** | | | **No. of**  **periods** | **Topic** |
| From | To | |  |  |
| **August**  **2018** | 7 Days | 1st August 2018 | | 9th August 2018 | 2 | Customizing Windows- Creating Shortcuts, Changing Windows Appearance |
| 5 Days | 12th August 2018 | | 16th August 2018 | 2 | Screen saver, Arranging Multiple windows, setting folder options. |
| 3 Days | 19th August 2018 | | 21st August 2018 | 2 | Mail Merge in MS word-  Mail Merge wizard 6 steps |
| 4 Days | 26th August 2018 | | 30th August 2018 | 2 | Printing personalized document, |
| **September**  **2018** | 7days | 2nd September 2018 | | 10th September 2018 |  | Revision – Chapter1,2, 3  Mid Term Examination |
| **October 2018** | 4days | 1st October 2018 | | 4th October 2018 | 2 | Using Formulas in MS Excel  Arithmetic Operators, Using Auto Sum, Copying Formulas. |
| 5 days | 7th October 2018 | | 11th October 2018 | 2 | Formula errors, Using Functions, Enter a function in a Worksheet, Viewing results & Inserting Functions. |
| 5 days | 14th October 2018 | | 18th October 2018 | 2 | MS PowerPoint-Advanced features  Different types of Views, Working with slides, Inserting, Copying, Deleting, and Moving. |
| 5 days | 21st October 2018 | | 25th October 2018 | 2 | Slide Sorter, Hiding Slides, Custom Show, Creating Hyperlinks. |
| **November 2018**  **November 2018** | 4 days | 28th October 2018 | | 31st October 2018 | 2 | More on Internet-  Searching Information, Storing your favorite webpages. |
| 3 days | 4th November 2018 | | 6th November 2018 | 2 | Net Telephony, Remote Login. |
| 5 days | 11th November 2018 | | 15th November 2018 | 2 | Introduction to HTML  Tags, Creating HTML document. |
| 5 days | 18th November 2018 | | 22nd November 2018 | 2 | Viewing HTML document, Viewing Source Code. |
| 5 days | 25th November 2018 | | 29th November 2018 | 2 | Text formatting Tags |
| **December 2018** | 4 days | 2nd December 2018 | | 5th December 2018 | 2 | Practical Exam |
| 5 days | 9th December 2018 | | 13th December 2018 | 2 | POWER POINT |
| 5 days | 16th December 2018 | | 20th December 2018 | 2 | HTML |
| **January 2019** | 7 days | 9th January 2019 | | 17th January 2019 | 2 | Moving Ahead in Q-BASIC  Introduction , Using Commands. |
| 5 days | 20th January 2019 | | 24th January 2019 | 2 | Operators, Relational, Logical & Non Sequential. |
| 5 days | 27th January 2019 | | 31st January 2019 | 2 | Control Transfer, GOTO |
| **February**  **2019** | 5 days | 3rd February 2019 | | 7th February 2019 | 2 | IF-THEN, IF-THEN- ELSE. |
| 5 days | 10th February 2019 | | 14th February 2019 | 2 | Loops FOR – NEXT, WHILE- WEND. |
| 5 days | 17th February 2019 | | 21st February 2019 | 2 | Revision – Chapter 8,9 |
| 5 days | 24th February 2019 | | 28th February 2019 | 2 | Revision –Q BASIC |