

JAMDAGNI PUBLIC SCHOOL
SYLLABUS BREAK -UP- SESSION 2024-25
CLASS: VI-COMPUTER BOOK: Gateway to Computer Science

PRE-MID TERM				
S.No	CHAPTER	SUB TOPICS	PERIODS	DATE/TIME
1.	CHAPTER 1 : COMPUTER HARDWARE AND SOFTWARE	1.1 Hardware 1.2 CPU and Peripheral Devices 1.3 Storage Devices 1.4 Application software 1.5 System Software	1 3 3 1 1	10-04-2024 to 30-04-2024
2.	CHAPTER 2 : OPERATING SYSTEM	2.1 Operating system 2.2 CUI and GUI 2.3 DOS 2.4 DOS Commands 2.5 Internal commands 2.6 External commands 2.7 Windows	1 1 2 1 1 1 3	01-05-2024 to 12-05-2024
3.	CHAPTER 3: OVERVIEW OF MS-WORD 2007	3.1 MS-Word 2007 3.2 Launching MS-Word 2007 3.3 Creating, Moving and Saving documents 3.4 Opening existing document 3.5 Highlighting and Selecting text	2 1 2 1 1	17-05-2024 to 22-05-2024
MID TERM				
4.	CHAPTER 4 : EDITING DOCUMENTS IN MS-WORD 2007	4.1 Document Editing 4.2 How to select, cut and paste text 4.3 Reverting back changes using undo 4.4 Views of MS-Word 2007	1 1 2 2	29-06-2024 to 07-07-2024
5.	CHAPTER 5: TEXT FORMATTING IN MS-WORD 2007	5.1 Text Formatting 5.2 Changing font, font size and highlighting text 5.3 Applying various effects 5.4 Formatting using format painter	2 3 1 1	12-07-2024 to 26-07-2024
6.	CHAPTER 6 : OVERVIEW OF MS-EXCEL 2007	6.1 Spreadsheet 6.2 MS-Excel 2007 window 6.3 Creating, moving around a workbook 6.4 Saving, closing and quitting MS-Word 2007	1 2 2 1	27-07-2024 to 09-08-2024
POST MID TERM EXAM				
7.	CHAPTER 7:	7.1 Editing a cell containing data 7.2 Cut, copy and paste data in a worksheet	2 1	10-08-2024

	MANIPULATING DATA IN WORKSHEETS	7.3 Find and replace data in a worksheet 7.4 Autosum and Autofill 7.5 Organizing worksheets	2 2 4	to 02-09-2024
8.	CHAPTER 8 : FORMATTING WORKSHEETS	8.1 Worksheet formatting 8.2 Number formatting 8.3 Cells formatting 8.4 Changing visibility of cells 8.5 Formatting of rows and columns	3 3 3 2 3	07-09-2024 to 23-09-2024
9.	CHAPTER 9: OVERVIEW OFMS- POWERPOINT 2007	9.1 Powerpoint 2007 9.2 MS-Powerpoint 2007 windows 9.3 Important terms in Powerpoint 9.4 Saving and closing a presentation	1 2 3 1	28-09-2024 to 01-10-2024

ANNUAL TERM

S.No	CHAPTER	SUBTOPICS	PERIODS	TIME
10.	CHAPTER 10 : WORKING WITH SLIDES	10.1 Presentation	1	03-10-2024 to 17-10-2024
		10.2 Slide and Slide Layout	2	
		10.3 Editing data in PowerPoint	3	
		10.4 Inserting new slides	2	
		10.5 Views of PowerPoint	2	
11.	CHAPTER 11 : CREATING AND SHOWING PRESENTATION	11.1 Methods of creating a presentation	1	21-10-2024 to 28-10-2024
		11.2 Using Design template and installed themes	2	
		11.3 Inserting autoshapes	3	
		11.4 Starting the slide show	1	
		11.5 Applying themes to slides	1	
12.	CHAPTER 12 : BASICS OF INTERNET	12.1 Internet	3	01-11-2024 to 11-11-2024
		12.2 WWW	2	
		12.3 Applications of Internet	1	
		12.4 Internet Service Provider	1	
		12.5 Browser	2	
		12.6 Search engine and E-mail	2	

TEST/EXAMS		CHAPTERS FOR SYLLABUS
PRE MID TERM EXAM		CHAPTER 1 : COMPUTER HARDWARE AND SOFTWARE CHAPTER 2 : OPERATING SYSTEM CHAPTER 3 : OVERVIEW OF MS-WORD 2007
MID TERM EXAM		CHAPTER 2 :OPERATING SYSTEM CHAPTER 4 : EDITING DOCUMENTS IN MS-WORD 2007 CHAPTER 5 : TEXT FORMATTING IN MS-WORD 2007 CHAPTER 6 : OVERVIEW OF MS-EXCEL 2007
POST MID TERM EXAMS		CHAPTER 7 : MANIPULATING DATA IN WORKSHEETS CHAPTER 8 : FORMATTING WORKSHEETS
ANNUAL EXAMINATION		CHAPTER 9 : OVERVIEW OF MS-POWERPOINT 2007 CHAPTER 9 : OVERVIEW OF MS-POWERPOINT 2007 CHAPTER 10 : WORKING WITH SLIDES CHAPTER 11 : CREATING AND SHOWING PRESENTATION CHAPTER 12 : BASICS OF INTERNET