



BLOOM PUBLIC SCHOOL
VASANT KUNJ, NEW DELHI
SYLLABUS: 2018-2019

SUBJECT: Computer Studies (Work Ex.)

CLASS: VI

MONTH	CONTENT CHAPTERS (E-WORLD TEXTBOOK BY PEARSON)
April-May	Chapter 1:Computer System <ul style="list-style-type: none">✓ Working of a computer system✓ Input Devices✓ Output Devices✓ Computer Memory✓ Storage Devices Chapter 2:Working in Windows <ul style="list-style-type: none">✓ Basics of Operating System✓ History of Windows✓ Features of Windows 7✓ Customizing Windows Environment
July	Chapter 3:Advanced Features Of Word <ul style="list-style-type: none">✓ Adding Header and Footer✓ Inserting Tables✓ Modifying Tables✓ Mail Merge
August	Chapter 4:Enhancing a Presentation <ul style="list-style-type: none">✓ Insert and Edit Sound Files✓ Insert and Edit Video Files✓ Animation Effects✓ Transition Effects
September	Chapter 5:Getting Started With Microsoft Excel <ul style="list-style-type: none">✓ Introducing Microsoft Excel✓ Entering Data in a Worksheet✓ Navigating a Worksheet✓ Working with Worksheets✓ Auto fill Option
October	Chapter 5:Getting Started With Microsoft Excel (continued) Chapter 6:Editing Worksheet Data in Microsoft Excel

	<ul style="list-style-type: none"> ✓ Select Data or Cells ✓ Change, Delete, Copy, Move Cell Content ✓ Insert Rows, Columns and Cells ✓ Adjust Row Height/Column Width
November	<p>Chapter 6:Editing Worksheet Data in Microsoft Excel (continued)</p> <p>Chapter 7:Formatting Worksheets in Excel</p> <ul style="list-style-type: none"> ✓ Format Worksheets in Excel ✓ Font Group ✓ Alignment Group ✓ Number Group
December	<p>Chapter 8:Algorithms and Flowcharts</p> <ul style="list-style-type: none"> ✓ Algorithm ✓ Flowchart ✓ Looping <p>Chapter 9:Introduction to QBASIC</p> <ul style="list-style-type: none"> ✓ Starting QBASIC ✓ Components of QBASIC Window ✓ Create, Save, Open, Execute and Print a Program ✓ Constants and Variables in QBASIC ✓ QBASIC Statements and Operators
January	<p>Chapter 9:Introduction to QBASIC (continued)</p> <p>Chapter 10:Internet – A Global Network</p> <ul style="list-style-type: none"> ✓ Types of Computer Networks ✓ Internet ✓ Internet Service Provider ✓ World Wide Web and URL
February	Chapter 10:Internet – A Global Network (continued)

ASSESSMENT SYLLABUS

***All Assessments would be PRACTICAL in nature.**

ASSESSMENT	SYLLABUS
HALF YEARLY (SEPTEMBER)	Chapter 3: Advanced Features of Word Chapter 4: Enhancing a Presentation
YEARLY (FEBRUARY)	Chapter 5: Getting Started with Microsoft Excel Chapter 6: Editing Worksheet Data in Microsoft Excel Chapter 7: Formatting Worksheets in Excel