

# Pakistan School, Kingdom of Bahrain

## Syllabus Break Down for the Session( 2016-17)

**Class : 5**

**Subject : Computer Science**

**Third Term**

Week	Day/Date	Portion to be covered	Home Work
1st	Monday 26-12-16	<b>CHPATER 6 WORKING WITH OBJECTS IN MS WORD</b> WordArt, Creating WordArt, Editing WordArt Text	How would you edit a WordArt object? What are the different fileeffects that can be applied to a WordArt Object?
	Tuesday 27-12-16		
	Wednesday 28-12-16		
	Wednesday		
	Thursday 29-12-16		
		Sunday	
2nd	Sunday 01-01-17		Practice on MS WORD 2007
	Monday 02-01-17	Adding or changing an Effect, Drawing Objects in MS Word 2007, Changing the appearance of a Drawing object	
	Tuesday 03-01-17	Inserting a Clip ART and Pictures	
	Wednesday 04-01-17		
	Thursday 05-01-17		
3rd	Sunday 08-01-17	<b>CHAPTER 7 MORE ON MS POWER POINT 2007</b> Creating a new presentation, Adding slides to a presentation.	What are the differnet ways to start a new presentation? Write down any two ways to add a new slide in a presentation.
	Monday 09-01-17		
	Tuesday 10-01-17	Theme, Running a Slide Show, viewing and organizing slides, Normal view	
	Wednesday 11-01-17		
	Thursday 12-01-17		
4th	Sunday 15-01-17	Slide Sorter View, Slide Show View, Exercise	In how many ways can you view slides in a presentation? Name any two places where you are likely to come across power point
	Monday 16-01-17	MONTHLY TEST	
	Tuesday 17-01-17		
	Wednesday		

	18-01-17		presentations.
	Thursday		
	19-01-17		
5th	Sunday	<b>CHAPTER 8 MICROSOFT EXCEL 2007</b>	What is a workbook? How many worksheets are there by default in a workbook?
	22-01-17	Starting MS Excel 2007, Components of MS Excel	
	Monday	Active Workbook, Worksheet Tabs, Rows and Columns, Cell, Cell Pointer, Formula Bar, Name box	
	23-01-17		
	Tuesday		
	24-01-17		
	Wednesday		
	25-01-17		
6th	Thursday		What is meant by range of cells? Write down the method to select the cell B2:E5.
	26-01-17		
	Sunday	Creating a New book, Saving a Workbook, Entering Data, Selecting Cells and range of cells	
	29-01-17		
	Monday	Selecting a Large range of cells with the go to Command	
	30-01-17		
	Tuesday		
	31-01-17		
7th	Wednesday		How would you select a complete row, say 5?
	01-02-17		
	Thursday		
	02-02-17		
	Sunday	Selecting a complete Row/column	
	05-02-17		
	Monday	Selecting the Entire Worksheet	
	06-02-17		
8th	Tuesday		Solve Exercise
	07-02-17		
	Wednesday		
	08-02-17		
	Thursday		
	09-02-17		
	Sunday	Tricky Terms	
	12-02-17		
9th	Monday	Exercise (F.I.B), Name the following, Circle the correct option	
	13-02-17		
	Tuesday		
	14-02-17		
	Wednesday		
	15-02-17		
	Thursday		
	16-02-17		
9th	Sunday	Work sheets	
	19-02-17		
	Monday	Test	
	20-02-17		
	21-02-17		
	Wednesday		

	22-02-17		
	Thursday		
	23-02-17		
10th	Sunday	Revision	
	26-02-17		
	Monday	Revision	
	27-02-17		
	Tuesday		
	28-02-17		
	Wednesday		
	01-03-17		
	Thursday		
02-03-17			
11th	Monday	Onset of Exams	
	05-03-17		
	Tuesday		
	06-03-17		
	Wednesday		
	07-03-17		
	Thursday		
08-03-17			

**Teacher**

Ms Anila

**HOD**

Ms Amnah Zakria

**V Principal**

Sir Saqib