

DETAILED PLANNER OF

Computer

CLASS - 1ST

August

CLASSES REQUIRED	
TOPIC	<ul style="list-style-type: none"> • Borders and Shading • Insert Clipart • Word art • Autoshapes
CONCEPT & SKILLS	<ul style="list-style-type: none"> • Able to beautify their document
LEARNING OUTCOMES	<ul style="list-style-type: none"> • How to apply Border and Shading • How to insert Clip art • How to insert Word art and autoshapes
INSTRUCTIONAL TOOLS & REFERENCES	<ul style="list-style-type: none"> • Projector • White board • Lab equipments
PEDAGOGY	<ul style="list-style-type: none"> • Discussion • Questioning
ACTIVITY / ASSIGNMENT / RESEARCH	Making of greeting card(Sports day, Independence Day)
ASSESSMENT	On daily basis

September

CLASSES REQUIRED	
TOPIC	<ul style="list-style-type: none"> • Insert table • Delete rows • DeleteColumns • Delete table
CONCEPT & SKILLS	Able to insert and delete table
LEARNING OUTCOMES	<ul style="list-style-type: none"> • How to Insert table • How to delete rows,columns • How to delete table
INSTRUCTIONAL TOOLS & REFERENCES	<ul style="list-style-type: none"> • Projector • White board • Lab equipments
PEDAGOGY	<ul style="list-style-type: none"> • Discussion • Questioning
ACTIVITY / ASSIGNMENT / RESEARCH	Making of class time table
ASSESSMENT	On daily basis

October and November

CLASSES REQUIRED	
TOPIC	<ul style="list-style-type: none"> • Cut • Copy • Paste • Select all
CONCEPT & SKILLS	Able to edit text
LEARNING OUTCOMES	<ul style="list-style-type: none"> • How to cut,copy & paste
INSTRUCTIONAL TOOLS & REFERENCES	<ul style="list-style-type: none"> • Projector • White board • Lab equipments
PEDAGOGY	<ul style="list-style-type: none"> • Discussion

	<ul style="list-style-type: none">• Questioning
ACTIVITY / ASSIGNMENT / RESEARCH	How to edit given text
ASSESSMENT	On daily basis