DETAILED PLANNER OF ICT

CLASS: III   CYCLE: 2nd

AUGUST

CLASSES REQUIRED	12 (Theory =4 Practical=8)
TOPIC	Ms Excel
CONCEPT & SKILLS	Starting MS Excel, Difference between Workbook and Worksheet, Entering data in Excel. Use of SUM option (using Auto Sum), Saving a Work book Inserting Charts in a spreadsheet. Formatting in Chart, Saving a worksheet, Printing a worksheet.
LEARNING OUTCOMES	Students are able to:- Start MS Excel. Know the difference between Workbook & Worksheet. Enter data in a spreadsheet. Use SUM option (using Auto Sum) Save a Work book. Insert & format Charts in a spreadsheet. Save & Print a worksheet.
INSTRUCTIONAL TOOLS & REFERENCES	Tools required:- Computer Projector References reqd:- Websites related to the topic.

PEDAGOGY	The teacher will explain the commands theoretically by making use of lecture method. She will make the commands more comprehendible by making use of project method. She will make use of projector to explain the commands practically making sure that the students follow her properly and giving individual attention to all of them.
ACTIVITY / ASSIGNMENT / RESEARCH	Type in the following spreadsheet, and format it to look like the sample below. Instructions: 1) Type in all text and numbers shown in the spreadsheet below. 2) Center the spreadsheet heading 'Sales And Produce Department' across the spreadsheet. 4) Format all text as displayed in the sample below. 5) Calculate total for each fruit in a month. ![Sales And Produce Department spreadsheet] Sales And Produce Department spreadsheet showing Fruit Item, January, February, March, April columns with values: Apples $358.00 $456.00 $680.00 $765.00 Bananas $435.00 $254.00 $213.00 $365.00 Pears $345.00 $482.00 $326.00 $310.00 Oranges $389.00 $567.00 $482.00 $567.00 Grapes $591.00 $428.00 $367.00 $551.00 Kiwifruit $234.00 $368.00 $439.00 $387.00 Total
ASSESSMENT	Child will be assessed on the basis of following parameters:- 1.Efficiency in handling IT equipments and gadgets. 2.Step by step approach in solving a problem 3. Ability to apply theoretical knowledge into practical usage. 4.. Helpful, guides and facilitates others. 5.Keen observer & ability to make decisions. 6.Innovative in ideas. 7.Adheres to ethical norms of using technology.

SYLLABUS FOR FORMATIVE & SUMMATIVE ASSESSMENT	

CLASSES REQUIRED	12 (Theory =4 Practical=8)
TOPIC	Ms Powerpoint
CONCEPT & SKILLS	Starting MS PowerPoint, Selecting a blank Presentation. Using design templates and Slide layouts. Adding Text, Creating a presentation, Saving a presentation. Opening a saved presentation, Exiting a Presentation.
LEARNING OUTCOMES	Students are able to:- ➢ Start MS PowerPoint. ➢ Create presentations in it. ➢ Use design templates and Slide layouts. ➢ Save & Exit a Presentation.
INSTRUCTIONAL TOOLS & REFERENCES	Tools required:- Computer Projector References reqd:- Websites related to the topic.
PEDAGOGY	The teacher will explain the commands theoretically by making use of lecture method. She will make the commands more comprehendible by making use of project method. She will make use of projector to explain the commands practically making sure that the students follow her properly and giving individual attention to all of them.

ACTIVITY / ASSIGNMENT / RESEARCH	Create a presentation on "Teachers day" as per following instructions: Your first slide should be Title only, Second slide as Title slide & third slide as Blank slide. Use blank slide to insert pictures. Set slide design of each slide as "Maple". Save your presentation.
ASSESSMENT	Child will be assessed on the basis of following parameters:- 1.Efficiency in handling IT equipments and gadgets. 2.Step by step approach in solving a problem 3. Ability to apply theoretical knowledge into practical usage. 4.. Helpful, guides and facilitates others. 5.Keen observer & ability to make decisions. 6.Innovative in ideas. 7.Adheres to ethical norms of using technology.
SYLLABUS FOR FORMATIVE & SUMMATIVE ASSESSMENT	

CLASSES REQUIRED	12 (Theory =4 Practical=8)
TOPIC	Ms powerpoint
CONCEPT & SKILLS	Slide views: Normal View, Slide Sorter View, Outline View, Notespage and slideshow. Working With Word Art and Auto Shapes, use of textbox, use of Shadow effects.
LEARNING OUTCOMES	Students are able to:- Use various Slide views like Normal View, Slide Sorter View, Outline View, Notespage and slideshow. Work with Word Art and Auto Shapes, use textbox & various shadow effects.
INSTRUCTIONAL TOOLS & REFERENCES	Tools required:- Computer Projector References reqd:- Websites related to the topic.
PEDAGOGY	The teacher will explain the commands theoretically by making use of lecture method. She will make the commands more comprehendible by making use of project method. She will make use of projector to explain the commands practically making sure that the students follow her properly and giving individual attention to all of them.

ACTIVITY / ASSIGNMENT / RESEARCH	Create a presentation on "Computer & its main parts" as per following instructions: Your first slide should be Title only, make use of wordart to type Title, Second slide as Title slide & third slide as Blank slide. Use blank slide to insert autoshapes. Save your presentation.
ASSESSMENT	Child will be assessed on the basis of following parameters:- 1.Efficiency in handling IT equipments and gadgets. 2.Step by step approach in solving a problem 3. Ability to apply theoretical knowledge into practical usage. 4.. Helpful, guides and facilitates others. 5.Keen observer & ability to make decisions. 6.Innovative in ideas. 7.Adheres to ethical norms of using technology.
SYLLABUS FOR FORMATIVE & SUMMATIVE ASSESSMENT	

CLASSES REQUIRED	12 (Theory =4 Practical=8)
TOPIC	Ms powerpoint
CONCEPT & SKILLS	Changing colour scheme, Changing Back ground colour, using fill effects. Using slide animation and slide transitions.
LEARNING OUTCOMES	Students are able to:- Change colour scheme & Background. Use various fill effects. Use slide animation and slide transitions.
INSTRUCTIONAL TOOLS & REFERENCES	Tools required:- Computer Projector References reqd:- Websites related to the topic.
PEDAGOGY	The teacher will explain the commands theoretically by making use of lecture method. She will make the commands more comprehendible by making use of project method. She will make use of projector to explain the commands practically making sure that the students follow her properly and giving individual attention to all of them.

ACTIVITY / ASSIGNMENT / RESEARCH	Create a presentation on "Children's Day" as per following instructions: Your first slide should be Title only, Second slide as Title slide & third slide as Blank slide. Use blank slide to insert pictures. Set slide design of each slide as "Maple" & change its background color. Set any transition effect & timing as 5 sec. Save your presentation.
ASSESSMENT	Child will be assessed on the basis of following parameters:- 1.Efficiency in handling IT equipments and gadgets. 2.Step by step approach in solving a problem 3. Ability to apply theoretical knowledge into practical usage. 4.. Helpful, guides and facilitates others. 5.Keen observer & ability to make decisions. 6.Innovative in ideas. 7.Adheres to ethical norms of using technology.
SYLLABUS FOR FORMATIVE & SUMMATIVE ASSESSMENT	