Subject: ICT	Class: 5	Academic Plan: 2025 -26

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
April	**CHAPTER-1** Photo Editor & Video Editor	Students will develop skills to: • Start and navigate the Photo App for image editing. • Perform basic editing tasks such as opening, cropping, rotating, flipping, and applying filters. • Edit images by changing backgrounds, marking, and erasing elements. • Understand the components of OpenShot Video Editor and its interface. • Arrange media files and apply transition effects in OpenShot for video editing.	• To create a collage in MS Word using photos edited by students in Photo Editor and Video Editor during the lab session. • Visit a nearby photo studio and find out which apps they use for editing. Make a list in MS Word.	5	**PT-1** 1. Photo Editor & Video Editor 2. Advanced Features of Word 2019 **TERM-1** 3. More on PowerPoint 2019 4. Introduction to Excel 2019 5. Editing Cell Contents in Excel 2019 **PT-2** 6. Internet and E-mail 7. Safeguarding your computer **TERM-2** 8. Data Processing 9. More on Scratch 10. Robotics
	CHAPTER-2 Advanced Features of Word 2019	To enable students to: • Use Spelling and Grammar tools to enhance document accuracy. • Utilize Find and Replace to edit text efficiently.	• To create a sample document in MS Word and perform the following tasks:	6	

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May	**CHAPTER-2** Advanced Features of Word 2019	• Apply Column Formatting for structured document layout. • Perform Mail Merge to automate personalized document creation. • Use the Thesaurus to find synonyms and improve word choice. • Implement Page and Paragraph Formatting for professional document presentation.	• Correct the incorrect spelling in the document using the Spelling & Grammar tool. • Format the story into two columns. • Increase the line spacing. • Set the page to Landscape orientation.	2	
June	**CHAPTER-3** More on PowerPoint 2019	Students will develop skills to: • Apply Slide Transitions to enhance presentation flow. • Insert and manage audio and video files in a presentation. • Use animations to add visual effects to slide elements. • Configure and execute presentation printing for different formats.	• Open PowerPoint and create a new presentation on one of the following topics: • Save Water • Indian Folk Dance • Also, explore and identify additional features of MS PowerPoint.	3	
July	**CHAPTER-4** Introduction to Excel 2019 **Revision of PT-1**	To enable students to: • Understand the components of the Excel 2019 window and its interface. • Start Excel 2019 and create a new workbook. • Manage worksheets by adding, removing, and renaming them. • Save, open, and close workbooks for effective file management.	Create a sample MS Excel file and perform the following tasks: • Rename the worksheet as "Table." • Save the workbook as "Table of 5." • Close the workbook.	6	

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August	**CHAPTER-5** Editing Cell Contents in Excel 2019	To enable students to: • Select and manage cells efficiently in Excel 2019. • Edit, copy, and move cell content for better data organization. • Utilize the AutoFill feature to quickly complete data patterns. • Enter and format date and time accurately in worksheets. • Apply Undo and Redo commands to efficiently correct actions. • Delete cell content as needed for data modification.	• Open an Excel worksheet and practice selecting single and multiple cells, rows, and columns using the keyboard and mouse. • Use the Cut, Copy, and Paste commands to reorganize the data. • Use the Format Cells option to modify the date and time appearance. • Type a series (e.g., numbers, days of the week) and use AutoFill to complete the pattern.	6	
	CHAPTER-6 Internet and E-mail	This lesson aims to equip students with the skills to: • Understand the Internet and its role in communication and information sharing. • Use a web browser effectively for browsing and searching online.	• Discuss the role of the internet and identify real-life applications. • Open a web browser and explore its key components (address bar, search bar, tabs, bookmarks).	4	
September	**CHAPTER-6** Internet and E-mail **Revision of Term-1**	• Learn the basics of email, including composing, sending, receiving, and managing email messages. • Explore different types of internet connections and their applications. • Use URLs correctly to access websites and online resources.	• Create an email account. • Practice composing, sending, receiving, and organizing emails. • Understand the importance of secure websites.	2	

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October	**CHAPTER-7** Safeguarding Your Computer	To enable students to: • Understand computer malware and its various types. • Identify the harm caused by malware and its impact on computer systems. • Recognize the symptoms of an infected computer. • Learn about antivirus software and its role in malware protection. • Examine some of the most dangerous malwares known. • Understand how computers get infected and the risks involved. • Learn best practices to protect computers from malware threats.	• Create a collage in MS Word about computer safety tips. • Write a short essay on different types of malwares, how it spreads, and ways to protect against it. • Create a checklist for family members on how to keep their computers safe from malware.	5	
November	**CHAPTER 8** Data Processing **Revision of PT-2**	This lesson empowers students to: • Understand the concepts of data and information and their differences. • Learn methods for representing information effectively. • Apply techniques for sorting data to organize and analyze information. • Develop skills in decoding data for interpretation and problem-solving.	• Create a list of names and ask students to sort them alphabetically. • Ask a student to collect and present their classmates' favorite colour in a table. • Gather the marks of any five students from the previous exam and arrange the collected marks in ascending order in a tabular format.	6	

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December	**CHAPTER-9** More on Scratch	To enable students to: • Understand and apply operators in programming. • Use sensing blocks to create interactive programs. • Define and manipulate variables for storing data. • Implement conditional blocks for decision-making in code. • Use loops to repeat actions efficiently. • Apply these concepts to create a game in a programming environment.	• Show how basic math operators (+, -, *, /) work in Scratch. • Create a simple program where a sprite responds to keyboard inputs. • Use "if" blocks to make decisions (e.g., "If the sprite touches an obstacle, say 'Game Over'"). • Use loops to repeat actions (e.g., making a sprite move continuously or keeping score).	6	
	CHAPTER-10 Robotics	To enable students to: • Understand what robots are and their basic functions. • Explore various fields where robots are used, such as healthcare, industry, and education.	• Create a PowerPoint presentation on different types of robots, including their manufacturing year and inventor.	3	
January	**CHAPTER-10** Robotics	• Learn about some of the latest robots, including T-HR3, Sophia, Digit, Nao, Paro, Zenbo, Root, and Dash & Dot.		1	
February	**Revision of Term-2**				
March	**FINAL TERM EXAM**				