

5TH Standard				
S.No	Topic	Sub topic	Sub Sub topic	Content and Details.
1	Secondary storage	1.1) Storage		How to know as pendrive(USB), CD, external harddisk storage.
2	Open office - Text document	2.1) Table		How to create table, Insert row and column. Delete column cell and row.
		2.2) Wrapping		Object Wrapping [Right click on the shape and use some features], Shadows, Highlight text, etc.
3	Open office – Presentation	3.1) Advanced Operations	3.1.1) Video Insert	Used in Insert tool.
			3.1.2) Hyperlink	
			3.1.3) Trigger	
			3.1.4) Interaction	
			3.1.5) sound	
4	Other applications of computers	4.1) Camera		Take Photos from laptop camera.
		4.2) Video		Take video from laptop camera.
		4.3) Format Manipulation		To Format changed used in Format factory or Media cope
		4.4) Audio		Audio record.
		4.5) USB		Transfer files between machines.
		4.6) Mobile, pendrive		Transfer files (photos, audio recordings) from mobile.
5	Open office - Spread sheet	5.1) Spread sheet basics	5.1.1) Basics Spreadsheet	Introduction and usage of spreadsheet.
			5.1.2) Cell	It is basic unit of worksheet where numbers, text, formulae, etc, can be placed.
			5.1.3) Row	Cells that are arranged horizontally are given numbers 1, 2, 3,.....is called rows.
			5.1.4) Column	Cells that are arranged vertically are given letters A, B, C,.....is called columns.
			5.1.5) Sheet	Group of cells/rows+columns.
			5.1.6) Insert New Sheet	Insert a new sheet.
			5.1.7) Picture insert	How to insert the picture.
		5.2) Cell properties	5.2.1) Cell Address	Current cell name.
			5.2.2) Merge cell/Split cell	To combine two or more cells.
			5.2.3) Wrap text	If the cell has insufficient space for the text
			5.2.4) Cell border	Out line cell border.
			5.2.5) Insert Column	Insert a new column. Use in Insert tool or
			5.2.6) Insert Row	Insert a new Row. Use in Insert tool or
			5.2.7) Delete row	Choose the unwanted row click the right click button delete the row.
			5.2.8) Delete Column	Choose the unwanted Column click the right click button delete the Column.
			5.2.9) Resize Column/Row	Resize the Column and row.
			5.2.10) Delete sheet	Choose the unwanted sheet click the right click button delete the Sheet.
			5.2.11) Cut	Select and cut the cell or row or column. Press right click button click - cut.
			5.2.12) Copy	Select and copy the cell or row or column then where you want to the place copy it.
			5.2.13) Paste	After cutting or copying in the document then paste in the other place.
			5.2.14) Find, replace	Find the word or link and replace with new word.
			5.2.15) Spell checking	Spell checking the word or sentence
			5.2.16) Simple formulae usage	Sum, Average, Count, Sumif etc.
			5.2.17) Freeze rows and columns	
			5.2.18) Sort sheet by columns.	
6	Internet	6.1) Wi-fi		Connect to Wifi.
		6.2) Hotspot		Turn the hotspot on or off.
		6.3) Browsers		Types of Browsers, Chrome, Firefox, Edge, Internet Explorer.
		6.4) Search		Search for pictures ,videos and specific websites.
		6.5) New tab		New tab creation – use of memory

		6.6) Downloading		Download and save the documents,Image, and videos.
7	Introduction to Programming	7.1) Procedural operations	7.1.1) Activity	Loop
				Sound, Say, Background, Show, Hide, Wait, Score, Set colour, Speed, Mood, Pattern, Pixels, Degrees, Set pen width.
		7.2) Turning		Move forward, Move Backward, Go straight, Turn left, Turn right.
8	Basic programming	8.1) Data		Facts and statistics collected together for reference or analysis.
		8.2) Events		An event is something that happens
			8.2.1) Comment	Express an opinion or reaction in speech or writing.
			8.2.2)Characters	Use keyboard keys for events.
		8.3) Binary		