

**CAMBRIDGE INTERNATIONAL SCHOOL, MOHAL KULLU**  
**CURRICULUM**  
**SESSION 2020-21**  
**COMPUTER VI**

**March -June**

<b>March -June</b>				
<b>Content</b>	<b>Computer Language</b>	<b>Tables In word Mail Merge In word</b>	<b>Formula and Function in excel</b>	<b>Enhancing a presentation</b>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Understanding the terms:-               <ul style="list-style-type: none"> <li>– Programming languages.</li> <li>– Low and high level language.</li> <li>– Computer processors.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Comprehend ways to insert a table, resize tables using handles, changing the appearance of table, adding/deleting row and columns, merging and splitting rows and columns.</li> <li>• . Understanding Mail merge and its need.</li> <li>• Learning to:-               <ul style="list-style-type: none"> <li>– Perform steps to mail merge.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Learning to:-               <ul style="list-style-type: none"> <li>– Type the formula using different methods.</li> <li>– Use range and text in formula</li> <li>– Define cell reference and its types.</li> <li>– Use inbuilt mathematical functions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Learning to:-               <ul style="list-style-type: none"> <li>– Insert and edit smart art in a slide.</li> <li>– Insert audio and video clips.</li> <li>– Insert action button and print a presentation.</li> </ul> </li> </ul>

**August -November**

<b>August -November</b>				
<b>Content</b>	<b>Introduction to MS Access</b>	<b>Advanced topic in MS Access</b>	<b>Internet Services</b>	<b>Computer Crime, Ethics and Security.</b>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Understanding the concept of database.</li> <li>• Learn to open MS Access.</li> <li>• Learning to create/modify Tables and views.</li> </ul>	<ul style="list-style-type: none"> <li>• Learning to:-               <ul style="list-style-type: none"> <li>– Identify the design view of the table.</li> <li>– Create and running queries.</li> <li>– Create forms for the table.</li> <li>– Generate report for the table.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Comprehending Ecommerce.</li> <li>• Understanding the features and applications of ecommerce.</li> </ul>	<ul style="list-style-type: none"> <li>• Learning about:-               <ul style="list-style-type: none"> <li>– Advantages and disadvantages of using Internet.</li> <li>– Computer ethics and various unethical practices.</li> <li>– Various safety measures to be used while using internet.</li> </ul> </li> </ul>