**ENGLISH LANGUAGE SCHOOL (PVT.) DUBAI**

**S SCHOLASTIC SESSION: 2019-2020**

**THIRD TERM SCHEME OF WORK**

**SUBJECT: ICT**

**Year: 11/ABCD**

**PREPARED BY: Mrs. Anam Qureshi**

**DISTRIBUTION OF SYLLABUS**

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| WEEK | DATE | | TOPIC | LEARNING OBJECTIVES | | RESOURCES USED: | | PRACTICAL ACTIVITY |
| Week  1 | 12-16/04/2020 | * **Web Authoring** * **(Website Design)** | | * Create a Web page using the following layout: * Insert text Box * Insert Word Art * Insert pictures * Insert Style Sheet * Insert Table   Create Hyperlink  Apply Background Colour  Modify Text  Create anchor tag | | * Web publisher. * FrontPage * Google Classroom * MS Teams | | * To Practise Past Paper: * Specimen paper 2017 |
| Week  2 | 19-23/04/2020 | * **Web Authoring** * **(Website Design)** | | * **Create a Web page using the following layout:** * Insert text Box * Insert Word Art * Insert pictures * Insert Style Sheet * Insert Table   Create Hyperlink  Apply Background Colour  Modify Text  Create anchor tag | | * Web publisher. * FrontPage * Google classroom * MS Teams | | * To Practise Past Paper: * Specimen paper 2017 |
| Week 3 | 26-30/04/2020 | * **Web Authoring** * **(Website Design)** | | * **Create a Web page using the following layout:** * Insert text Box * Insert Word Art * Insert pictures * Insert Style Sheet * Insert Table   Create Hyperlink  Apply Background Colour  Modify Text  Create anchor tag | | | * Web publisher. * FrontPage * Google classroom * MS Teams | * To Practise Past Paper: * Specimen paper 2017 * ICT Lounge Notes |
| Week 4 | 3-7/05/2020  **.** | * **Introduction to Spreadsheet Software** * **Starting Spreadsheet software** | | | * **Create a new Excel sheet by using Spreadsheet Software.** * Set “Page Setup: * Enter key in data * Save and Print Worksheet * Use Formulas: * Sum * Average * Grading (Lookup,Vlookup) * Percentage * Ranking   Insert a Chart in Worksheet | * MS Excel * MS Presentation * MS teams * Google Classroom | | * To Practise Past Paper: * Specimen paper 2017 * ICT Lounge Notes |
| Week 5 | 10-14/05/20 | * **Introduction to Spreadsheet Software** * **Starting Spreadsheet software** | | * **Create a new Excel sheet by using Spreadsheet Software.** * Set “Page Setup: * Enter key in data * Save and Print Worksheet * Use Formulas: * Sum * Average * Grading(Lookup,Vlookup) * Percentage * Ranking   Insert a Chart in Worksheet | | * MS Excel * MS Presentation * MS teams * Google Classroom | | * To Practise Past Paper: * Specimen paper 2017 * ICT Lounge Notes |
| Week 6 | **.**  `  17-21/05/20 | * **Database Manipulation** * **Creating Database** | | * **Creating Table by using Wizard** * **Differentiate fields, records and table.** * **Define Primary and foreign Key** * **Insert data in table** * **Save, Add and Find Record** * **Create Forms** * **Create Reports** * **Create Query** * **Print the record** | | * Ms Access * MS PowerPoint * Spreadsheet * Google Classroom * MS Teams | | * To Practise Past Paper: * Specimen paper 2017 * Extracting Questions from Past Paper |
| Week 7 | 24-28/05/2021 | * **Database Manipulation** * **Creating Database** | | * **Creating Table by using Wizard** * **Differentiate fields, records and table.** * **Define Primary and foreign Key** * **Insert data in table** * **Save, Add and Find Record** * **Create Forms** * **Create Reports** * **Create Query** * **Print the record** | | * Ms Access * MS PowerPoint * Spreadsheet * Google Classroom   MS Teams | | * To Practise Past Paper: * Specimen paper 2017 * Extracting Questions from Past Paper |
| Week 8 | 31-2/06/2021 | * **Presentation Authoring** * **Image Editing Software** * **Ms Word** | | * **Insert and Remove Slide** * **Insert master Slide** * **Adding clip art & images to slide** * **Cropping, Resizing and rotating images** * **Creating charts** * **Editing Image according to the question provided.** * **Insert Image** * **General Word Documentation** * **Formatting and Editing text** * **Formatting Paragraph,** * **Bullets and Numbers** * **Tables and Images** | | * **MS Word** * **MS PowerPoint** * **Image editor tool** * **MS Teams** * **Google Classroom** | | * To Practise Past Paper: * Specimen paper 2017 * ICT Lounge Questions. |
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