**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 HyperlinkApply Background ColourModify TextCreate 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 HyperlinkApply Background ColourModify TextCreate 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 HyperlinkApply Background ColourModify TextCreate 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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