

# **Syllabus Planning for the session 2017-18**

## **Activities of ICT CLUB (Class VI)**

### **TERM-I**

#### **Topic: PowerPoint Advance**

1. Inserting Background Image
2. Collage Designing in PowerPoint
3. Audio insertion / formatting
4. Video Insertion / formatting
5. Custom Animation
6. Transition Effect
7. Run PPT as Movie

### **TERM-II**

#### **Topic: Advance MS Word**

1. Concept of Mail Merge
2. Creating News Paper Column
3. Inserting Background Image / Colour
4. Inserting Watermark
5. Concept of Text Wrap
6. Page Formatting- Inserting Borders/ Header& Footer

## **General IT Full Forms and Jumbled Words**

1. Computer related full forms
2. Computer Crossword and Jumbled words