



Year :	7									
Subject:	ICT									
Teacher's Name:	Ms. Sabreena Zaman									
Whatsapp Number:	550680381									
Book Name:	Learning Computer 8 Windows 7 and MS Office 2010									
Number of Weekly Lesson:	4									

**2023 August**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks
	Aug 1- Aug 5			1	2	3	4	5	Summer Vacation	
	Aug 6- Aug 10	6	7	8	9	10	11	12	Summer Vacation	
	Aug 13- Aug 17	13	14	15	16	17	18	19	Summer Vacation	
	Aug 20 - Aug 24	20	21	22	23	24	25	26		
1	Aug 27 - Aug 30	27	28	29	30	31			Chapter 1: Computer Peripherals Page # 5 - 7	Explanation

**2023 September**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks
	Sep 1- Sep 2						1	2		
2	Sep 3- Sep 7	3	4	5	6	7	8	9	Chapter 1: Computer Peripherals Page # 7 - 9	Explanation
3	Sep 10- Sep 14	10	11	12	13	14	15	16	Chapter 1: Computer Peripherals + MS Word (Practical) Page # 9 - 12	End of chapter- 1 worksheet + In class activities
4	Sep 17- Sep 21	17	18	19	20	21	22	23	Chapter 2: Computer Memory + MS Word (Practical) Page # 16-17	Explanation +In class activities
5	Sep 24- Sep 28	24	25	26	27	28	29	30	Chapter 2: Computer Memory + MS Word (Practical) Page # 18-19	Explanation +In class activities

**Note: Class test 1 will be conducted in October**

**2023 October**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks
6	Oct 1 - Oct 5	1	2	3	4	5	6	7	Chapter 2: Computer Memory + MS Word (Practical) Page # 19-20	End of chapter worksheet+In class activities
7	Oct 8- Oct 12	8	9	10	11	12	13	14	Chapter 4: Tables in MS-Access + MS Word (Practical) Page # 33-35	Explanation +In class activities
8	Oct 15 - Oct 19	15	16	17	18	19	20	21	Chapter 4: Tables in MS-Access + MS Word (Practical) Page # 36-40	Explanation +In class activities
9	Oct 22 - Oct 26	22	23	24	25	26	27	28	Chapter 4: Tables in MS-Access+ Reviewing MS Word (Practical) Page #	Explanation + Practical Revision
10	Oct 29 - Nov 2	29	30	31					Chapter 4: Tables in MS-Access Page # 47-50	End of chapter worksheet

**Note: Chapter 1 Computer Peripheral will be the portion for Class Test 1.**

**2023 November**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks
10	Oct 29 - Nov 2				1	2	3	4	Reviewing Chapter 1 + Chapter 2+ Chapter 4 + MS-Word (Practical)	Practical Examination
11	Nov 5 - Nov 9	5	6	7	8	9	10	11	<b>Preparation Test Week</b>	<b>Class test 2 will be conducted</b>
12	Nov 12 - Nov 16	12	13	14	15	16	17	18	<b>FIRST TERM EXAMINATION</b>	<b>Question type:</b> Short and descriptive type questions (Duration: 1 hour 30 mins Marks: 80)
13	Nov 19 - Nov 23	19	20	21	22	23	24	25	<b>FIRST TERM EXAMINATION</b>	C.w and H.w 10%, Class Test 20%, Exam 70%
	Nov 26 - Nov 30	26	27	28	29	30			<b>SPORTS WEEK</b>	

**Note: Chapter 2 Computer Memory will be the portion for Class Test 2.**

**2023 December**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks
							1	2		
1	Dec 3 - Dec 7	3	4	5	6	7	8	9	Chapter 5: Features in MS-Access+ Introduction to MS-Access (Practical) Page # 54-60	Explanation +In class activities
2	Dec 10- Dec 14	10	11	12	13	14	15	16	Chapter 5: Features in MS-Access+ MS-Access (Practical) Page # 61-64	Explanation +In class activities
3	Dec 17- Dec 21	17	18	19	20	21	22	23	Chapter 5: Features in MS-Access + MS-Access (Practical) Page # 65-69	End of chapter worksheet + In class activities

4	Dec 24 - Dec 28	24	25	26	27	28	29	30	<b>WINTER BREAK</b>		<b>Holiday HW will be provided</b>
5	Dec 31 - Jan 4	31							Chapter 7: Graphics in HTML Page # 84-87		Explanation
<b>Note: Class test 1 will be conducted in January</b>											

**2024 January**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks	
5	Dec 31 - Jan 4		1	2	3	4	5	6	Chapter 7: Graphics in HTML+ MS-Access (Practical) Page # 84-87	Explanation +In class activities	
6	Jan 7 - Jan 11	7	8	9	10	11	12	13	Chapter 7: Graphics in HTML+ Introduction to MS - PowerPoint (Practical) Page # 88-94	Explanation +In class activities	
7	Jan 14 - Jan 18	14	15	16	17	18	19	20	Chapter 7: Graphics in HTML+ MS- PowerPoint (Practical) Page # 95-98	Explanation +In class activities	
8	Jan 21 -Jan 25	21	22	23	24	25	26	27	Chapter 10: Photoshop Page # 135 - 136	Explanation +In class activities	
9	Jan 28- Feb 1	28	29	30	31				Chapter 10: Photoshop + MS- PowerPoint (Practical) Page # 137 - 140	End of chapter worksheet + In class activities	
<b>Note: Chapter 5 Features in MS-Access will be the portion for Class Test 1.</b>											

**2024 February**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks	
9	Jan 28- Feb 1					1	2	3	Chapter 10: Photoshop + MS- PowerPoint (Practical) Page # 137 - 140	End of chapter worksheet + In class activities	
10	Feb 4 - Feb 8	4	5	6	7	8	9	10	Reviewing Chapter 7 and 5 + MS-Access (Practical) + MS-PowerPoint (Practical)	Practical Examination	
11	Feb 11- Feb 15	11	12	13	14	15	16	17	<b>Preparation Test Week</b>	<b>Class test 2 will be conducted</b>	
12	Feb 18 - Feb 22	18	19	20	21	22	23	24	<b>SECOND TERM EXAMINATION</b>	<b>Question type:</b> Short and descriptive type questions (Duration: 1 hour 30 mins Marks: 80)	
13	Feb 25 - Feb 29	25	26	27	28	29			<b>SECOND TERM EXAMINATION</b>	C.w and H.w 10%, Class Test 20%, Exam 70%	
<b>Note: Chapter 10 Photoshop will be the portion for Class Test 2.</b>											

**2024 March**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks	
							1	2			
1	Mar 3 - Mar 7	3	4	5	6	7	8	9	Chapter 11: Basic Tools in Phoptoshop+ introdection to MS-Excel (Practical) Page # 143-149	Explanation	
2	Mar 10 - Mar 14	10	11	12	13	14	15	16	Chapter 11: Basic Tools in Phoptoshop+ MS-Excel (Practical) Page # 150 - 155	Explanation +In class activities	
3	Mar 17 - Mar 21	17	18	19	20	21	22	23	Chapter 11: Basic Tools in Phoptoshop+ MS-Excel (Practical) Page # 156-160	End of chapter worksheet + In class activities	
4	Mar 24 - Mar 28	24	25	26	27	28	29	30	<b>RAMADAN &amp; EID- UL- FITR HOLIDAYS</b>	<b>Holiday HW will be provided</b>	
5	Mar 31 - Apr 4	31							<b>RAMADAN &amp; EID- UL- FITR HOLIDAYS</b>		
<b>Note: Class Test 1 will be Conducted in April.</b>											

**2024 April**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks	
5	Mar 31 - Apr 4		1	2	3	4	5	6	<b>RAMADAN &amp; EID- UL- FITR HOLIDAYS</b>		
6	Apr 7 - Apr 11	7	8	9	10	11	12	13	<b>RAMADAN &amp; EID- UL- FITR HOLIDAYS</b>		
7	Apr 14 - Apr18	14	15	16	17	18	19	20	Chapter 14: E-Commerce & E-Banking Page # 189-190	Explanation	
8	Apr 21 - Apr 25	21	22	23	24	25	26	27	Chapter 14: E-Commerce & E-Banking + MS-Excel (Practical) Page # 191-192	End of chapter worksheet + In class activities	
9	Apr 28 - May 2	28	29	30					Chapter 15: Computer Viruses + MS-Excel (Practical) Page # 195	Explanation +In class activities	
<b>Note: Chapter 11 Basic Tools in Phoptoshop will be the portion for Class Test 1.</b>											

**2024 May**

Week No-	Week From - To -	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Plan	Remarks
9	Apr 28 - May 2				1	2	3	4	Chapter 15: Computer Viruses + MS-Excel (Practical) Page # 196	Explanation + In class activities
10	May 5 - May 9	5	6	7	8	9	10	11	Chapter 15: Computer Viruses + MS-Excel (Practical) Page # 197 - 198	End of chapter worksheet + Practical Revision

