



ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019

Session Plan/ Syllabus Coverage for the Academic Year 2026-2027



Subject: Computer

Term: 1st

Name of the Subject Co-Ordinator: Mr. Partha Datta

Name of the Book: Let's Start with Windows 10 - 7 (LSWW 7)

No. of Working Days: 61

No. of Periods Available: 24

Class: 7

Sections: A, B, C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASSWORK	TEACHING AIDS
April	06	Ch. 1: Computer System [LSWW 7: Pages 9 - 19]	<ul style="list-style-type: none"> Computer System, Peripheral Devices, Input & Output Devices, Primary & Secondary Memory Measuring Memory, Software 	<ul style="list-style-type: none"> Tick the correct answers, Fill in the blanks, State True or False, Short & Long answer type questions [LSWW 7: Ch 1 Page 17-19] 	<ul style="list-style-type: none"> Demonstration of various components of a computer
May	04	Ch. 2: Number System [LSWW 7: Pages 20 - 27]	<ul style="list-style-type: none"> What is number system? Types of number systems Conversion from decimal to binary and binary to decimal 	<ul style="list-style-type: none"> Demonstration of conversions Tick the correct answers, Fill in the blanks, State True or False, Short & Long answer type questions [LSWW 7: Ch 2 Pages 24-27] 	<ul style="list-style-type: none"> Chart activity: Classification of number system
June	06	Ch. 4: Introduction to MS Excel 2016 [LSWW 7: Pages 43-55]	<ul style="list-style-type: none"> Introduction; Starting MS Excel; Open a New Workbook; Components of Worksheet; Move Around a Worksheet; Move to a New Worksheet; Inserting a New Worksheet; Entering Data; Performing Calculations 	<ul style="list-style-type: none"> Live demonstration using MS-Excel Tick the correct answers, Fill in the blanks, State True or False, Short & Long answer type questions [LSWW 7: Ch 4 Pages 53 -55] 	<ul style="list-style-type: none"> A group activity to discuss real life application of MS Excel
UNIT TEST 1 (UT 1) begins from 13.07.2026. UT 1 Syllabus: Ch. 1 - Computer System					
July	08	Ch. 4: Introduction to MS Excel 2016 (Continues) [LSWW 7: Pages 43-55] Ch. 5: More on MS Excel 2016 [LSWW 7: Pages 56-71]	<ul style="list-style-type: none"> Introduction; Starting MS Excel; Open a New Workbook; Components of Worksheet; Move Around a Worksheet; Move to a New Worksheet; Inserting a New Worksheet; Entering Data; Performing Calculations Selecting/Deselecting cells; Entering data in a cell; Editing cell contents; Entering multiple lines in a cell; Deleting, copying and moving cell contents; Inserting and Deleting cells; Inserting & Deleting rows/columns; Changing row height; Changing column width; Autofill; To create numeric data series; To create predefined series; Using Flash Fill; Creating & Deleting custom lists; Auto Complete 	<ul style="list-style-type: none"> Live demonstration using MS-Excel Tick the correct answers, Fill in the blanks, State True or False, Short & Long answer type questions [LSWW 7: Ch 4 Pages 53 -55] Live demonstration using MS-Excel Lab Activity: [LSWW 7: Ch. 5: Pages 67-71] 	<ul style="list-style-type: none"> A group activity to discuss real life application of MS Excel

Teachers are requested to prepare a LESSON PLANS for each Topic month wise.

Kindly mention the chapters included for Terminal Examinations.

Signature of the Co-Teachers: 1. *P. Datta*

Mr. Partha Datta

2. *Varisha Khanam*

Ms. Varisha Khanam

Submitted on: 20.04.2026

Academic Co-ordinator: *Chaitali Roy*

VICE PRINCIPAL

PRINCIPAL

[Signature]

[Signature]



ST. LAWRENCE HIGH SCHOOL

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Session Plan/ Syllabus Coverage for the Academic Year 2026-2027



Subject: Computer Term: 1st and 2nd Name of the Subject Co-Ordinator: Mr. Partha Datta Name of the Book: Let's Start with Windows 10 - 7 (LSWW 7)
No. of Working Days: 61, 36 + 42 No. of Periods Available: 25 (9 + 16) Class: 7 Sections: A, B, C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
August	08	REVISION	REVISION	REVISION	REVISION
1st TERM INTERNAL EXAM. begins from 17.8.2026 & 1st TERM COMPUTER PRACTICAL EXAM. begins from 24.8.2026					
1st TERM INTERNAL EXAM SYLLABUS (THEORY & PRACTICAL)					
Ch 1: Computer System // Ch 2: Number System // Ch 4: Introduction to MS Excel 2016 // Ch 5: More on MS Excel 2016 (Ch. 5 is Both for Theory & Practical)					
September (1st TERM EXAM BEGINS FROM 07/09/2026)	04 (1 + 3)	1st TERM EXAM ENDS ON 18th September, 2026 [2 nd TERM begins from 21.9.2026] Ch. 10: Creating Web Page Using HTML [LSWW 7: Pages 120 – 136]	<ul style="list-style-type: none"> • Headers, Adding Paragraphs; Formatting the Text, Inserting Images; • Creating Tables in HTML; Creating an HTML Table with a Border Attribute; • Cellpadding and Cellspacing Attributes; • Table cells that span many Columns and Rows; Creating Lists, HTML Marquees 	<ul style="list-style-type: none"> • Demonstration of conversions • Tick the correct answers, Fill in the blanks, State True or False, Short & Long answer type questions [LSWW 7: Ch 10 Pages 134-136] • Lab Activity [LSWW 7: Ch 10 Pages 122-133] 	<ul style="list-style-type: none"> • A group activity to discuss real life application of HTML
October	06	Ch. 3: Details on Windows 10 [LSWW 7: Pages 28 – 41]	<ul style="list-style-type: none"> • Features of Windows 10, Windows 10 Settings; Power saving options of your computer; Disk Cleanup; • Pin a Program or item to the Windows 10 taskbar 	<ul style="list-style-type: none"> • Live demonstration using Windows 10 • Tick the correct answers, Fill in the blanks, State True or False, Short & Long answer type questions [LSWW 7: Ch 3 Pages 39 - 41] 	<ul style="list-style-type: none"> • A group activity to discuss Windows Shortcuts [LSWW 7: Page 42]
UNIT TEST 2 (UT 2) begins from 16.11.2026. UT 2 Syllabus: Ch. 10 – Creating Web Page Using HTML					
November	07	Ch. 7: MS Access [LSWW 7: Pages 81-99]	<ul style="list-style-type: none"> • What is database? DBMS & RDBMS; Structure of a Database; Components MS Access 2016; Creating an Access Database; Creating a Blank Database; Opening an Existing Database; • Close a Database and Exit Access; Views of a table; Switching between views Data Types; Creating Tables; Entering Data in a Table; Editing Records; Modify a Table; Navigating between Records Sorting and Filtering; Freeze Columns Searching for Data. 	<ul style="list-style-type: none"> • Tick the correct answers, Fill in the blanks, State True or False [LSWW 7: Ch 7 Pages 97-99] 	<ul style="list-style-type: none"> • Group discussion about social media sites and their database • A group activity to discuss real life application of MS Access

Teachers are requested to prepare a LESSON PLANS for each Topic month wise.

Kindly mention the chapters included for Terminal Examinations.

Signature of the Co-Teachers: 1. *P. Datta*

Mr. Partha Datta

2. *Varisha Khanam*

Ms. Varisha Khanam

Submitted on: 20.04.2026

Academic Co-ordinator: *Chaitali Roy*

VICE PRINCIPAL

PRINCIPAL *[Signature]*

[Signature]



ST. LAWRENCE HIGH SCHOOL
27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019
 Session Plan/ Syllabus Coverage for the Academic Year 2026-2027



Subject: Computer Term: 2nd
 No. of Working Days: 42, 58

Name of the Subject Co-Ordinator: Mr. Partha Datta
 No. of Periods Available: 16

Name of the Book: Let's Start with Windows 10 - 7 (LSWW 7)
 Class: 7 Sections: A, B, C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
December	06	Ch. 9: Computer Ethics [LSWW 7: Pages 112-119]	<ul style="list-style-type: none"> • Introduction; • Safety Measures; • Computer Security Risks and Ethical Use; • Cyber Safety; • Advantages and Disadvantages of Using Internet; • Digital Footprint. 	<ul style="list-style-type: none"> • Short answer type questions, long answer type questions [LSWW 7: Ch 7 Pages 117-119] 	<ul style="list-style-type: none"> • Group discussion about cyber safety and digital footprint
January	08	REVISION	REVISION	REVISION	REVISION
<p>2ND TERM INTERNAL EXAM. begins from 4.02.2027 & 2ND TERM COMPUTER PRACTICAL EXAM. begins from 1.02.2027 2ND TERM INTERNAL EXAM SYLLABUS (THEORY & PRACTICAL) Ch 1: Computer System // Ch 2: Number System // Ch 3: Details on Windows 10 // Ch. 7: MS Access // Ch. 9: Computer Ethics // Ch.10: Creating Web Page Using HTML (Ch. 10 is Both for Theory & Practical)</p>					
February (2nd TERM EXAM BEGINS FROM 15TH FEBRUARY, 2027)	03	2ND TERM EXAM ENDS ON 26.02.27	REVISION AND ONGOING EXAMS	REVISION AND ONGOING EXAMS	REVISION AND ONGOING EXAMS
March	00	Continuation of corrections of Answer scripts of 2 nd Term Examination.	<ul style="list-style-type: none"> • Showing Answer Scripts to Students • Showing Answer Scripts to Parents • Proclamation of Result 		

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 Mr. Partha Datta

2. *Varisha Khanam*
 Ms. Varisha Khanam

Submitted on: 20.04.2026

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