

GAIL DAV PUBLIC SCHOOL

SUBJECT -- COMPUTER

Syllabus break up for Class IV

TERM –I

April /May

Lesson-1 WORKING OF COMPUTER SYSTEM

Explanation- Input and output devices

Functions of CPU

Difference between hard copy and soft copy

Home work-collect pictures of various input & output devices

Practical- change screen saver,wallpaper,change time &date, how to make folder .

JULY

Lesson-2 Generations of computer

Explanation- Generations of a computer

What is transistor,integrated circuits, transistors

Practical- change the screen saver with text ,change the icon of the folder.

Assessment- Oral Exam (lesson-1&2)marks -25

AUGUST

Lesson-3 windows

Explanation- properties of desktop

Differentiate between file&folder

How to save a file

How to delete a file

How to rename a folder

Practical- type 5 lines about myself with using bullets

Assessment- Through practical (change the screen saver, time, date, make a folder) **marks -25**

TERM-II

SEPTEMBER

Lesson-4 Ms -word

Explanation- shortcut keys

All the components of ms-word

Uses of command –cut,copy ,paste, undo, redo

Practical- type a list of ten countries with different colours use of bullets

Assessment- Written Exam (Lesson 3&4) **marks -20**

OCTOBER

Lesson-5 more on ms-word

Explanation- How to insert shapes

How to write inside the shapes

How to insert clip art

How to use word art

Practical- 3 activities given in a book

Assessment- Oral Exam (Lesson-5)**marks -10**

NOVEMBER

Lesson-6 open office -draw

Explanation- features of draw

How to insert various shapes

Practical- activities given in book

Assessment- Through Practical (insert shapes write inside the shape) **marks-20**

TERM III

DECEMBER

Lesson-7 More on open office -draw

Explanation- How to write text

editing an object

How to give special effects like rotating an object

What is 3d objects

Practical- activities given in a book

Assessment- Written Exam Lesson 6 **marks -25**

JANUARY

Effects of internet

Abbreviations used in computer

Practical- How to give page border,write inside the shapes,text effects,how to insert clip art

Assessment- Oral exam of Lesson-7& abbreviations **marks -25**