

COMPUTER SYLLABUS OF CLASS IV

Quarter – April to June

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
1	<u>COMPUTER HISTORY</u>	1.1 Understanding Generations 1.2 Classification of Computer	4
2	<u>WORD PROCESSOR</u>	2.1 File Menu 2.1.1 Create a new file 2.1.2 Open an existing file 2.1.3 Save the current file 2.1.4 Save As – saving the file with different name (Copy a file) 2.1.5 Close the file 2.2 View Menu 2.2.1 Print Layout 2.2.2 Web Layout 2.2.3 Full Screen 2.2.4 Zooming 2.2.5 Ruler	6
3	<u>EXPLORING WINDOWS</u>	3.1 Starting windows Explorer 3.2 Components of Explorer Window 3.3 Panes of the Explorer Window 3.4 Working with folder in left pane 3.5 Managing files and folders in windows Explorer 3.6 Modes of View 3.7 File naming convention 3.8 Searching Files 3.9 Creating Shortcuts	4

Minimum level of learning

Student should know the various inventions in computers.

Student should know the difference between Save and Save As option.

Student should be able to open the existing file.

Should be able to work on different views.

Student should be able create/rename/delete/move a folder and making its shortcut on desktop.

Student should be able to search a particular file and folder in computer.

Quarter – July to September

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
4	<u>POWERPOINT PRESENTATION</u>	4.1 Starting Powerpoint 4.1.1 Create a new file 4.1.2 Open an existing file 4.1.3 Save the current file 4.1.4 Save As – saving the file with different name (Copy a file) 4.1.5 Close the file 4.2 Formatting a Presentation 4.2.1 Changing the Font 4.2.2 Changing the Font Size, Style, Color, 4.2.3 Formatting Paragraphs 4.2.4 Changing Text Alignment 4.2.5 Modifying Line Spacing 4.2.6 Creating Bulleted and Numbered Lists 4.2.7 Copying Formatting 4.3 Insert Menu / Inserting 4.3.1 Images 4.3.2 Table 4.3.3 Clip Art 4.3.4 Screen Shot 4.3.5 Shapes and SmartArt 4.3.6 Chart 4.3.7 Text Box, WordArt, Date & Time, Slide Number, Symbols, 4.3.8 Moving & Resizing an Image 4.4 SLIDE SHOW MENU 4.4.1 from Beginning 4.4.2 from current slide 4.4.3 Custom Slide show 4.4.4 Setup slide show	24

Minimum level of learning

Student should be able to format the presentation.

Student should be able to insert various objects in the powerpoint slide.

Student should be able to run the powerpoint slides.

<u>Quarter – October to December</u>			
SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
5	<u>EXCEL SPREADSHEET</u>	5.1 Working in Excel 5.2 Introduction – Workbook & Worksheet 5.3 Use in day to day life. 5.4 Steps to start Excel 5.5 Components of Excel Screen 5.6 Various data types 5.7 Entering Data in Spreadsheet 5.8 About the cell & cell address 5.9 Auto Sum 5.10 Formatting the Data in the Table	10
<p>Minimum level of learning</p> <p>Student should be able to create a file in Excel. Student should be able to identify components of Excel Screen. Student should be able to make a mark sheet in spreadsheet. Student can auto generate the series like Serial no., days, months etc.</p>			
<u>Quarter – January to March</u>			
6	<u>WINDOWS ACCESSORIES</u>	6.1 Calculator 6.2 Onscreen Keyboard 6.3 Magnifier 6.4 Games 6.5 Virus & Anti-Virus	2
7	<u>CONTROL PANEL</u>	7.1 Display Properties 7.2. Setting of Mouse 7.3 Taskbar and Start Menu 7.4 Date and Time Settings	8
<p>Minimum level of learning</p> <p>Student should be able to use calculator, onscreen keyboard, magnifier. Student should be able to change desktop background, time and date etc. Student should be able to change the view of start menu and customize task bar.</p>			