



ARWACHIN BHARTI BHAWAN SR. SEC. SCHOOL

C-BLOCK, VIVEK VIHAR, DELHI-110095

SYLLABUS

CLASS - IV

SESSION 2021-22

SUBJECT - ENGLISH

<u>S. NO.</u>	<u>MONTH</u>	<u>TOPIC</u>	<u>TEACHING AID</u>	<u>COMPETENCY BASED ACTIVITY</u>	<u>LEARNING OUTCOMES</u>	<u>ART INTEGRATED ACTIVITY</u>	<u>S.NO. OF AIL</u>
1.	<u>APRIL- MAY</u>	L-1 Same-Same or different? Poem- L-2 Recess! Oh, Recess! Sentences (The Grammarite) Reading comprehension on Pinocchio (Story book)- L- 1 to 5	Smart board, Modules Chart on Sentences	Activity Time (pg. no. 11) Find the letters to make a word.	<ol style="list-style-type: none"> Students will be able to differentiate animals on the basis of their food habits. There will be vocabulary enrichment. Will be able to listen and draw. 	1. Sketching from nature and surroundings(animals)	4.1.1.1.2
2.	<u>JULY</u>	L- 3 The Clever Little Tailor Poem-L-5 (Fable) Nouns, Articles (The Grammarite) Informal Letter	Smart board, Modules, PPT	To write an adjective poem on a noun of their choice.	<ol style="list-style-type: none"> Students will be able to understand role-play using polite phrases. Will be able to converse easily. 	2. A Play with briefing of characters of the story. (The Clever Little Tailor)	4.4.1.1

		Pinocchio- L-6 to 8					
3.	<u>AUGUST</u>	Poem- L-7 Topsy-Turvy World L-8 Proof Of Innocence Adjectives Pronouns Pinocchio- L-9,10 Revision	Modules, Smart board, Pictures for paragraph	To design a card for those who help you. Activity Time (pg. no. 62)	<ol style="list-style-type: none"> 1. Enable students to understand and value inclusivity. 2. Students will be able to understand and imbibe the spirit of peace, tolerance, and respect. 	<p>3.Poetry Writing (Topsy-Turvy World)</p> <p>4. Poster designing(Adjectives/Pronouns)</p>	<p>4.5.3.4</p> <p>4.1.3.1</p>
4.	<u>SEPTEMBER</u>	Paragraph Writing Revision	Pictures for paragraph	_____	_____	_____	_____
5.	<u>OCTOBER</u>	L-9 Cars and Kites Poem-L-10 The Moon Verbs Adverbs Reading Comprehension Pinocchio- L-9, 10, 11	Modules on smart board	Character Sketch of a person (pg. no. 81)	<ol style="list-style-type: none"> 1. Encourage the students not only use the language correctly but also enjoy using it. 2. Guides to communicate clearly and more effectively. 	<p>5.Poem recitation (regional)</p> <p>6. Chart on three forms of Verbs</p>	<p>4.2.2.2</p> <p>4.5.3.2</p>
6.	<u>NOVEMBER</u>	L-11 Long Bony Fingers Punctuation Pinocchio- L-12, 13	Smart board, Video	To design a monster bookmark.	<ol style="list-style-type: none"> 1. Will be able to pronounce by word stress. 2. Discussion based activities ensure a progressive development. 	7.Mime on the characters of Halloween	4.4.1.1

7.	<u>DECEMBER</u>	Pinocchio-L-12,13 Revision L- 13 The Candy	Colourful pictures of the story	_____	<ol style="list-style-type: none"> 1. Will be able to read stories fluently. 2. Will be able to identify different festivals celebrated across the country. 	_____	_____
8.	<u>JANUARY</u>	Tenses Prepositions Report Writing Pinocchio- L-14 to 18	Charts, Flash Cards, smart board	To write a diary page (Tenses)	<ol style="list-style-type: none"> 1. Students will be able to identify the verb and tense in a sentence. 2. Will be able to recognize prepositions and their objects. 	8.Colourful Flash cards(Prepositions)	4.1.1.1.8
9.	<u>FEBRUARY</u>	Conjunctions Pinocchio- L-19, 20 Revision	Videos, ppt, smart board	Error Correction Activity for Conjunction	<ol style="list-style-type: none"> 1. Students will be able to identify words that function as conjunctions. 2. Students will be able to correctly use conjunctions to link simple sentences together. 	9.Calligraphic strokes on A4 size sheet	4.1.1.1.5

ENGLISH EXAM SYLLABUS (2021-22) CLASS- IV

Unit Test I: L-1 (Same-Same or Different?), Sentences, Reading Comprehension

Unit Test II:L- 3 (The Clever Little Tailor), Nouns, Articles, Reading Comprehension

Term I:L- 3 and 8, Nouns, Articles, Adjectives, Pronouns, Informal letter and Reading Comprehension

Unit Test III: L- 9 (Cars and Kites), Verbs, Adverbs, Reading Comprehension

Term II:L- 9 and 11, Verbs, Adverbs, Punctuation, Paragraph writing, Reading Comprehension

Annual Exam: L- 11 and 13, Tenses, Prepositions, Conjunctions, Adjectives, Report Writing and Reading Comprehension

विषय – हिन्दी

पुस्तकें – १. निकुंज हिंदी पाठमाला (भाग-4) गोयल ब्रदर्स प्रकाशन 2. हिंदी व्याकरण सुधा (भाग-4) गोयल ब्रदर्स प्रकाशन						
क्रम संख्या	माह	पुस्तक विषय	शिक्षण सामग्री	रचनात्मक अभिव्यक्ति/ कला गतिविधि	अधिग्रम प्रतिक्रिया	गतिविधि का क्रमांक /संख्या
1	अप्रैल	पाठ- 1 हम अनेक किंतु एक व्याकरण – भाषा	चॉक डस्टर श्यामपट्ट पुस्तक स्मार्टबोर्ड	अनेकता में एकता का चित्र बनाकर रंग भरो	एकता शांति के भाव को जागृत करना	4. 1. 2. 1. 3
2	मई	पाठ-2 कुएं का पानी व्याकरण – पर्यायवाची	चॉक डस्टर श्यामपट्ट पुस्तक	कहानी लेखन	लालच छल कपट की अवहेलना	4. 1. 2. 1. 3
3	, जुलाई	पाठ-3 हमारे त्योहार पाठ-4 रज्जी का शौक व्याकरण – वर्णमाला	चॉक डस्टर पुस्तक श्यामपट्ट	बंदनवार बनाना श्यामपट्ट चॉक डस्टर स्मार्ट बोर्ड	रीति-रिवाजों का महत्व चित्र चिपकाना प्रतिभा पहचान कर उसे विकसित करना	4. 1. 1. 1. 2 4. 1. 2. 1. 3
4	अगस्त	पाठ-5 बादल पाठ-6 चांद और सूरज व्याकरण – विलोम शब्द	चॉक डस्टर स्मार्ट बोर्ड पुस्तक	बादलों का रंगीन चित्र बनाना सौरमंडल का चित्र चिपकाना	वैज्ञानिक दृष्टिकोण का विकास सौरमंडल की जानकारी प्राप्त करना	4. 1. 2. 3 4. 1. 1. 1. 3
5	सितंबर	पाठ-7 नसीहत पाठ-8 घुमक्कड़ कछुआ व्याकरण – संज्ञा और अपठित गद्यांश	चॉक डस्टर श्यामपट्ट पुस्तक चॉक डस्टर स्मार्ट बोर्ड पुस्तक	पौष्टिक भोजन का चित्र चिपकाना वर्ग पहेली	पौष्टिक भोजन खाने की प्रेरणा देना विशाल समुद्र की जानकारी प्राप्त करना	4. 1. 1. 1. 8 4. 1. 1. 1. 5
6	अक्टूबर	पाठ-9 एक शहर है फूलों का व्याकरण – सर्वनाम	श्यामपट्ट चॉक डस्टर पुस्तक	फूलों की रंगोली बनाना	प्राकृतिक प्रेम संवेदनशीलता	4. 1. 1. 2

7	नवंबर	पाठ-10 बीरबल की चतुराई व्याकरण – वचन	चॉक डस्टर पुस्तक स्मार्ट बोर्ड	अनौपचारिक पत्र लेखन	प्रकृति प्रेम का ज्ञान	4. 1. 2. 1. 3
8	दिसंबर	पाठ-11 धर्मशाला की सैर पाठ-12 समय व्याकरण – विशेषण, अपठित गद्यांश, अनुच्छेद लेखन	चॉक डस्टर पुस्तक स्मार्ट बोर्ड	घड़ी का चित्र बनाना	समय का सदुपयोग	4. 1. 1. 1. 5
9	जनवरी	पाठ-13 डायरी के कुछ पन्ने पाठ-14 पटाखों से तौबा व्याकरण – क्रिया, प्रार्थना पत्र	चॉक डस्टर पुस्तक स्मार्ट बोर्ड चॉक डस्टर पुस्तक स्मार्ट बोर्ड	स्वीट कॉर्न सलाद बनाना पोस्टर बनाना	नवीनतम वस्तुओं की जानकारी मिलकर खुशी मनाना	4. 1. 1. 8 4. 1. 1. 1. 2
	, फरवरी	पाठ- 15 नीम व्याकरण - अपठित गद्यांश , प्रार्थना पत्र, कहानी लेखन और अनुच्छेद लेखन	चॉक डस्टर पुस्तक स्मार्ट बोर्ड	वृक्षों के पत्ते स्कैपबुक में चिपकाना	नीम की उपयोगिता को जानना	4. 1. 1. 1. 3
	मार्च	वार्षिक परीक्षा				

पाठ्यक्रम

- I. U. T. -- पाठ 1, 2--= व्याकरण- भाषा
 II U. T पाठ 3, 4,5-- व्याकरण - वर्णमाला
 I TERM. पाठ 6, 7, 8
 संज्ञा, अपठित गद्यांश, भाषा, वर्णमाला
 III U. T. पाठ 9, 10
 व्याकरण – सर्वनाम
 II Term पाठ - 11, 12
 व्याकरण-- विशेषण, सर्वनाम, अनुच्छेद - वृक्षों के लाभ
 ANNUAL EXAM--= पाठ 13, 14, 15

SUBJECT - MATHS

<u>S. NO.</u>	<u>MONTH</u>	<u>TOPIC</u>	<u>TEACHING AID</u>	<u>COMPETENCY BASED ACTIVITY</u>	<u>LEARNING OUTCOMES</u>	<u>ART INTEGRATED ACTIVITY</u>	<u>S. NO. OF AIL</u>
1	APRIL	CH-1 Numbers and numerations	Black board, Smart board, Match sticks.	Activity-5 coding decoding	Students will be able .To read and write 6-digit numbers. .To find the place Value and face value of the digit acc. To Indian & international System. .To make greatest & Smallest number. .To read and write Roman numerals.	Abacus .Indian &International Place value charts .On Roman numerals	4.1.3.1
2	MAY	CH-14 Data Handling	Black board, Smart board, match	ACTIVITY-9. Data collection	To represent data in tally marks, pictograph etc.	.Making pictograph. .activity on tally marks.	4.1.3.1

			sticks.				
3	JULY	CH-2 Addition CH-3 Subtraction	Black board, Smart board,	.activity-6 tangram	.To add and subtract 5-digit&6-digit numbers. .To understand the properties of addition .To solve story sums related to addition. .To understand the properties of subtraction .To solve story sums related to subtraction.	Properties of addition and subtraction on a-4 sheet	4.1.1.1.8
4	AUGUST	CH-4 Multiplication CH- 12 Basic geometrical concepts	Black board, Smart board, match sticks & paper	Activity-3.Plane geometrical shapes of same size Activity-2.Circles and its parts Activity-4.Making patterns using geometrical shapes	.To multiply by 3-digit numbers .To multiply by 100&1000. .To understand the properties of multiplication. .To solve story sums related to multiplication .drawing 3-d shapes. .To know about line, line segment, point, ray, angles, types of angles ,circle& its parts .To know about patterns.	.Help frog to reach the pond by multiplying number. .Plane geometrical shapes using match sticks and solid shapes by paper folding.	4.1.3.1
5	SEPTEMBER	CH- 13 Perimeter and area	Black board, Smart board,	. Perimeter of closed figure.	.To solve sums related to perimeter& area	Finding perimeter of closed figure.	4.1.1.1.1
6	OCTOBER	CH-5 Division CH-9 Money	Black board, Smart board,	.activity on money by using dummy notes	.To divide by 2-digit&3-digit numbers. .To understand the properties of division. .To solve story sums related to division. to add & subtract money. .To convert rupees to paise and paise to Rupees.	Tracing of coins	4.1.3.1

					.To prepare bill			
7	NOVEMBER	CH-7 Fractions CH-8 Decimals	Black board, Smart board, dotted sheet,A-4 size Sheet	paper folding .place value chart of decimals Activity-7 interior of a region	to know about fractions, equivalent fractions, types of fractions, addition and subtraction To know about decimal fractions	Explanation of fractions using paper plates	4.1.1.8	
8	DECEMBER	CH-10 Measurement (activity)	Black board, Smart board,	Activity-10 reflection	.students will learn about different units	Weighing balance	4.1.5.1	
9	JANUARY	CH - 6 Multiples and factors	Black board, Smart board,	.finding prime &composite numbers on number grid.	.To know about multiples& their properties . To know about Factors & their properties . To know about prime &composite numbers, even & odd numbers ,co- prime number & twin prime numbers	.making factor tree using match sticks	4.1.3.1	
10	FEBRUARY	CH-11 Measures of time	Black board, Smart board,	drawing clock	To know about time and to convert 24 hours clock time to 12 hour clock time.	Make a model of clock	4.1.1.8	
SYLLABUS FOR UT-1-CH-1 SYLLABUS FOR UT-2-CH-2,3,& 14 SYLLABUS FOR TERM-1-CH-1, 2, 3, 4,12 & 14				SYLLABUS FOR UT-3 CH-13 & 5 SYLLABUS FOR TERM-2 -CH-5, 7, 8,9 & 13 SYLLABUS FOR ANNUAL EXAM-CH-6, 11, 1, 7& 8				

SUBJECT - SCIENCE

<u>S. No.</u>	<u>MONTH</u>	<u>TOPIC</u>	<u>TEACHING AID</u>	<u>COMPENTENCY BASED ACITIVITY</u>	<u>LEARNING OUTCOMES</u>	<u>ART INTEGRATED ACTIVITY</u>	<u>S. NO. OF AIL</u>
1	APRIL	Food and Digestion	Pictures of different food, Digestive system Smart board, book, pictures etc.	Make a list of food items that you had in breakfast, lunch and dinner	Importance of food and balanced diet	Draw and colour roughage	4.1.1.1.8
2		Teeth and Microbes	Denture, pictures of different teeth Smart board, book, pictures etc.	Search and write about useful and harmful microbes(two of	Be able to different types of microbes	Make a denture with clay or pop	4.1.2.1.1

				each type)			
UT-1 MAY Chapter- 1,2							
3	JULY	Safety and First Aid	Smart board, book, pictures etc.	Make a first Aid box	Be able to give first aid	Recite poem or a song to be safe	4.2.2.1
4		Clothing for us	Smart board, book, pictures etc.	Collect clothes of different fabric	To identify the materials that clothes are made from	Collect and paste pictures of clothes from different state of India	4.1.1.1.2
UT-2 AUGUST Chapter -3, 4							
5		Matter and it's States	Smart board, book, pictures etc.	Do a experiment to show state of matter are interchangeable	Be able to know about that matter can change one form to another	Make a chart to show difference between solids,liquids and gas	
TERM -1 SEPTEMBER Chapter 1-5							
6		Soil	Smart board, book, pictures etc.	Collect different types of soil	To identify the types of soil	Recite poem or a song on soil	4.2.2.1
7	OCTOBER	Green Plants:The food produces	Smart board, book, pictures etc.	Test the presence of starch in leaves	Able to know that the plants makes food in the form of starch	Take a broad, dry leaf of peepal plant and label it's all parts	

UT -3 (NOVEMBER)

Chapter 6,7

8		Plants: Growth and survival	Smart board, book, pictures etc.	A visit to a botanical Garden	To aware different types of plants and it's habitat	Paste picture of plants that's grow in different habitat	4.1.1.1 .2
9		Animals: Growth and Multiplication	Smart board, book, pictures etc.	Collect and paste pictures of animals who suckle their young ones	Aware different animals of mammals group	Draw and label the structure of an egg	4.1.1.1.2
10	DECEMBER	Animal Adaptation	Smart board, book, pictures etc.	Collect pictures of five desert or polar animals and paste them in your notebook mentioning at least one adaptive feature of each	Be able to know about animals and their adaptive feature	Paste pictures of animals that grow in different habitat	4.1.1.1.2

Term- 2

Chapter 6-10

11		Force, work and Energy	Smart board, book, pictures etc.	Name some simple machine s used at home	Be able to know about different simple and complex machine	Make model of a simple machine	4.1.2.1.1
12	DECEMBER	L-11-The Earth and Its Neighbours	Black Board Smart class Board Modules Book	Draw & label Solar system	The Sun ,Planets Earth, Satellites and Constellation		

13	JANUARY	L-12-Air ,Water and Weather	Black Board Smart class Board Modules Book	Process of Sedimentation, Decantation & Filtration	Sun role in change in weather Air ,Water Impurities in water		
14	JANUARY	L-13-Soil	Black Board Smart class Board Modules Book	Collect different types of soil	Soil Formation, Layers, Types, Erosion and conservation		
15	FEBRUARY	L-14-Resources in Our Daily Life	Black Board Smart class Board Modules Book	Write four ways to conserve natural resources	Types of natural resources Conservation of natural resources		
Annual Exam February L-5,10,11,12,13,14							

SUBJECT - SOCIAL STUDIES

NAME OF THE BOOK : VIBRANT WORLD - 4

<u>S. No.</u>	<u>MONTH</u>	<u>TOPIC</u>	<u>TEACHING AID</u>	<u>COMPENTENCY BASED ACITIVITY</u>	<u>LEARNING OUTCOMES</u>	<u>ART INTEGRATED ACTIVITY</u>	<u>S. NO. OF AIL</u>
<u>1</u>	<u>April to May</u>	L-1 India our	Map , Module	Map Work	Understading Location of	Model of Globe	4.1.3.1

		Motherland, L-2 India The Northern Mountains	B. Board		India on the Globe . Leraning about the Northern Mountain Ranges	with Clay	
UNIT TEST L- 1,2							
<u>2</u>	<u>July to Aug</u>	L-3 India -The Northern Plains L- 4 India The Western Desert L-5 India The Southern Plateau L-6 India -The Coastal plans and Island	Map , Module B. Board Map , Module B. Board Pictures	Map Work Coulture of anyone State Map Work Collect and paste	Learning about features of Northern Plains , Location ,Lifestyle of Rajasthan	Model Desert / Oasis	4.1.3.1 4.5.2.1
UNIT TEST - II L-3,4							
<u>3</u>	<u>Sep</u>	L-7 India - The Climatic Conditions	B. Board Module & Pictures of Seasons	Collect pictures of Seasons and paste them	Understanding how climate affects on life	Draw & colour different seasons	4.1.1.8
TERM - I L-2,3,4,5,6							
<u>4</u>	<u>Oct To Nov</u>	L-8 India -The Forest & wild life	B. Board, Module & Pictures	Picture pasting of birds & wild animals	Learning about forest and its importance & protection of	Draw types of tree of different forests, poster:- save	4.1.1.8

		L-9 India - Types of Soil	B. Board, Module & Pictures	Show on map ,wold grid , Soil ,crops	wildlife Learning about different types of soil	tree Draw different sources of water	4.1.1.8
		L-10 India Water Resources	B. Board, Module & Pictures	Article writing :- Water conservation	Understanding the ability of Water		
UNIT TEST - III L - 7,8							
<u>5</u>	<u>DEC</u>	L-15India - Means of transport & Communication	B. Board, Module & Pictures	Picture pasting	Learning about the history of transport & communication & its importance	Paper Model on any transport and communication	4.1.1.1.8
TERM - II L-7,8,9,10							
<u>6</u>	<u>Jan To Feb</u>	L16 -The Municipal Committee	B. Board Module	Mock panchayat will be conducted.	Understanding about Municipal committee & its work	Local self govt -flow chart	4.5.3.2
		L-17 -India Our rights & duties	B. Board Module Chart	Concept Map	Understanding the meaning of constitution & our rights and duties	Flow Chart , Our Rights and duties	4.5.3.2

		L-18 India -The National Symbols	B. Board Module Pictures	National Emblem discussion	Understanding the significance of national symbols .	Draw and colour National symbols	4.1.1.8
		L-19 India -Our Rich Heritage	B. Board Module Pictures	Collect pictures and make a collage of historical monuments, Picture pasting - classical dances	Leraning about India's rich culture and Heritage	Draw and colour the musical instruments	4.1.1.8
<u>Annual Exam L15,16,17,19</u>							

MORAL VALUE

NAME OF THE BOOK- VISION 4

PUBLISHER-COLLINS

TERM I

- L-1The Angry Giant
- L.2The Mules Lesson
- L.3Birbal Delivers Justice
- L.4 The Humble Scholar

TERM II

- L.5 Braveheart
- L.6Tina Goes Camping
- L.7 The Bullock Cart
- L.8The Doves Unite

TERM III

- L.9 Sid Wants a Robot
- L.10 Eklavya
- L.11 Qutub Minar
- L.12 Different Yet United

SUBJECT-MUSIC

MIDDLE TERM (APRIL TO SEPTEMBER)

Spiritual Song and Hanuman Chalisa

- Patriotic Song and Swachh Bharat song
- National Anthem, National Song
- Classical Songs and Dance

(Theory and Practical)

ANNUAL TERM (OCTOBER TO MARCH)

- Exercise of Teentaal, keharva and Dadra Taal
- Knowledge of Folk Dances
- Practical Work -Pictures of Singers and dancers
- Pictures of Instruments
- Pictures of Folk dances
- (Theory and Practical)

SUBJECT - DRAWING

NAME OF THE BOOKS

My amazing book of art and activity
Mirror Image

PUBLISHER

Navdeep Publ.
Parvaah Publisher

1ST TERM APRIL To AUGUST:

Flower Vax, Fruits, Bunch of flower, Art & Activity.
Page No. 1 to 12.

2nd TERM SEPTEMBER To NOVEMBER:

Rangoli, Kalash, Rabbit, Art & Activity. Page No. 13-24.

ANNUAL TERM DECEMBER To FEBRUARY

Story Drawing, Any festival, Type of faces, Art & Activity.
Page No. 25 to 34.

REVISION OF ALL TOPICS

SUBJECT - HPE

FIRST TERM

<u>S. NO.</u>	<u>GAMES (PEC ABILITY) IN PLAY GROUND</u>	<u>PHYSICAL FITNESS EVALUATION</u>	<u>SCHOOL HEALTH MANUAL IN CLASS (IN PRACTICAL FILE)</u>	<u>MASS ACTIVITY IN ASSEMBLY</u>
1	Athletes	Flamingo Balance Test	Being Responsible & SAFE	(A) BASIC WARMING UP EXERCISE OF FULL BODY (B) STAND-AT - EASE ATTENTION, (C) RIGHT TURN & LEFT TURN
2	Mini Kho	Plate Tapping Test	My Home Safety	
3	Net games	Speed 20mtr	(B) Pasting of Photograph (one game)	
4	Quick Runs		Knowledge of Rules & Regulation	
5	Arch Ball Chase			
6	Intercepting the Ball			
7				
8				
9				

SECOND TERM

<u>S. NO.</u>	<u>GAMES (PEC ABILITY) IN PLAY GROUND</u>	<u>PHYSICAL FITNESS EVALUATION</u>	<u>SCHOOL HEALTH MANUAL IN CLASS (IN PRACTICAL FILE)</u>	<u>MASS ACTIVITY IN ASSEMBLY</u>
10	Relay Races 1	Shuttle Run Test	Being Responsible & SAFE	(A) BASIC WARMING UP EXERCISE OF FULL BODY (B) STAND-AT - EASE ATTENTION, (C) RIGHT TURN & LEFT TURN
11	1 Relay Races 2	Vertical Jump Test	My Home Safety	
12	Chasing Games	Sit & Reach Test	(B) Pasting of Photograph (one game)	
13	Athletes 1	600mtr Run & Walk Test	Knowledge of Rules & Regulation	
14	Athletes 2			
15	Warming up Activities			
16	Understanding Stretching			
17	Rhythmic activities			

18	18 Skipping			
19	Roads & Lane			
20	Jigsaw trail			

Evaluation: - (A) Advance (B) Proficiency (C) Learning

SUBJECT-COMPUTER

Name of the book

Publisher

Integrated Computer world

Ubert Learning

FIRST TERM: (APRIL TO AUGUST)

Lesson -1 to 3

Lesson -1 Knowing the Computer

Lesson-2 More on Microsoft Word 2010

Lesson-3 Customized the Documents with Word

SECOND TERM: (SEPTEMBER TO MARCH)

Lesson -4 to 5

Lesson-4 Inserting Object in MS-Word 2010

Lesson -5 Knowing About MS-Excel 2010

THIRD EXAM: (JANUARY TO MARCH)

Lesson -6 to 7

Lesson -6 Beginning Microsoft PowerPoint

Lesson -7 About Internet Final Term (March)