

Syllabus of COMPUTER Session 2021-22

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	Class :- 4	Subject:- COMPUTER	FIRST TERM		Name of Teacher – Santosh Sharma	
Month	No. of Teaching Days	Topic	Oral	Written	Activity / Project / Practical	Revision Test
APRIL 2021	4	Introduction Input Device Output Device Storage Device	Input & Output /storage Quiz	Question & Answer MCQ & Fill-ups	Visit your computer lab. Identify the input devices, output devices & Storage Devices.	Revision worksheet of devices.
JUNE 2021	4	Learn to use MS Windows 10. (MS window, features of window 10, creating shortcut on desktop , files and folder, creating file.	Oral Quiz Shortcut keys	Windows Explanation with complete question and answers. All shortcut keys Full Forms	Prepare a word documents on windows, describing all the version of windows,	Shortcut keys test.
JULY 2021	4	Learn to use MS Windows 10. (Opening file or folder, Renaming a file or folder, selecting multiple files or folder, deleting a file or folder, moving/copying file or folder.	Oral Quiz Shortcut keys Multiple functions of windows.	Windows Explanation with complete question and answers. Renaming a file or folder,	Prepare a word documents on windows, describing all the version of windows, save the file with name.	Create a file and send it.

AUGUST 2021	4	More on MS Word 2016 Introduction , Format painter, Finding and replacing text, Header and footer, setting line spacing, Inserting column break, working with tabs, Indenting the text, setting page margin .	Quiz of different tools.	Question & Answers / fill in blanks & MCQ.	Type a page on save the environment and set the page orientation as landscape.	Window 10 unit test
SEPTEMBER 2021	4	Using style and objects in MS Word 2016. Introduction, Applying a style, creating a new style, Adding a text book, Inserting word art, Inserting shapes, Inserting symbols.	Quiz of different features of MS Words.	Question & Answers / fill in blanks & MCQ.	Open Microsoft word – Insert picture and WordArt.	Revision Test
SECOND TERM						
OCTOBER 2021	4	Introduction of MS PowerPoint 2016. Introduction , presentation, starting MS Power point , screen element, creating a new presentation, running presentation, printing presentation.	All elements quiz. Power point shortcut keys.	Question & Answers / fill in blanks & MCQ.	Create a power point presentation on the topic – ‘Table Manner’	Presentation Test

NOVEMBER 2021	4	Working with MS Power Point:- Introduction, Inserting a new slide, Deleting a slide, Formatting Fonts, Adding Bullets and Numbering.	Quick Recap of PowerPoint.	Question & Answer New presentation Create	Create a presentation with using all effect and tools.	Group Discussion :- Importance of Power Point in day-to-day life.
DECEMBER 2021	4	Working with MS Power Point:- Inserting WordArt, Inserting Pictures, and Inserting Text Boxes in slides, Inserting Shapes.	Quick Recap of PowerPoint.	Question & Answer New presentation Create	Create a presentation with using all effect and tools.	Create 5 slides in MS Power Point on environment.
JANUARY 2022	4	More on Internet:- Introduction, Internet Terms, Basic Requirement for an internet connection , Google Chrome	Advantage & Disadvantage of Internet	Question & Answers / fill in blanks & MCQ.	Prepare a chart on Internet advantage and terms.	Revision

FEBRUARY 2022	4	Cyber/ Computer Security Computer Security Application Security Internet Ethics Cyber Bullying	Quiz Cyber Security	Question & Answers / fill in blanks & MCQ.	Create a word documents on computer ethics. Use Internet to collect more Information	Revision
MARCH 2022	4	Revision	Revision	Revision	Revision	Revision