

## S.D. PUBLIC SCHOOL

### ACADEMIC PLANNER OF COMPUTER SCIENCE (CLASS-IV)

Month/Days	Chapter	Content	Assessment
April (23 Days)	Chapter-1 The computer Story.	Defining a computer system	Discussion of oral question on Page no - 12
		Components of Data, Processing and Information.	
		Memory Hardware and software	
		About Input/output devices	
May(12 Days)	Chapter-2 More about Windows OS	About the Windows OS	Hands on practical Page no-21
		Features of windows 10	
		Working with files and folders	
		Working with recycle bin	
July(26 Days)	Ch-3 Entertaining Programs	About Multimedia and related software	Submission and assessment Holiday Homework  Demo and hands of practical on Page no 32
		Using the voice recorder	
		Using Windows Media Player	
		Playing a CD/DVD	
August (23 Days)	Ch-4 Working in MS Office Word	Concept of word processor	Hands on Practice Page no-44
		Screen components	
		Text Editing	
		Using Spell Check option and file operation	
September(23 Days)	Ch-5 enhancing the look of the Document	Changing the Font type, size, colour and style	Hands on Practical on Page no-52
		Changing the alignment of paragraph	
		Creating a Bulleted List	
		Creating a Number list	
October (17 days)	Ch-6 Inserting objects in MS Word	A Picture file from a folder or the internet	Hands on practical Page no:-60
		Shapes of all kinds	
		Using Word Art	
		Inserting Date and Time	
		Inserting Table	
November(24)	Ch-7 Starting Microsoft Office PowerPoint	Introduction to PowerPoint and its components	Hands on practical Page no:- 73
		Designing a presentation	

		Adding images and transition effects to slides	
		Viewing the slide show	
December(24 days)	Ch-8 More Fun with LOGO	Recalling the MSWLogo Interface	Hands on practical Page no:- 81,83, 103
		About various Logo Commands	
		Application of the Repeat command	
		How to use Print command	
January (14 days)	Ch-9 Internet Applications	About the World Wide Web(WWW)	Hands on practical Page no:-95
		Working with a Web Browser and search Engine	
February(23 days)	Ch-9 Internet Applications	Working with a Web Browser and search Engine	

**Note: The students will be assessed on the basis of the classroom performance, task assigned as Home Assignments / Holiday Homework / Project.**